

Paragraph one. Write about your experience with children in school or community settings. You may want to start with a couple of sentences identifying when or why you first decided to become a teacher. There is no need to start with "My name is ...," your information will print out in an application template which has the autobiography heading as well as a footer that includes your name.

Paragraph two. Continue with work experiences, especially those in which you worked with people. This is your opportunity to show how you work and relate to people. You could continue this paragraph with your college and community service activities. Any work or volunteer experience with children needs to be highlighted.

Paragraph three. In this paragraph you would want to list special talents and skills that you possess. Hobbies or recreational activities, as well as travel, would also be something to discuss in this paragraph. This is also the ideal paragraph to work in mention of any awards or honors you may have received.

Paragraph four. This is where you would write about your philosophy of education. Summarize in a few sentences why you want to teach.

Note the format of this document. There is no need for indentation. You need to avoid using bold, underline, or any special characters (asterisks, dashes, accent marks, bullets), since they may not transfer to the application properly. The maximum amount of lines that will fit on the autobiography page is 41. You should use 11 point Arial font with 1 1/4 inch left and right margins. Use a blank line to separate paragraphs. Remember, the blank lines will count towards your 41 line limit. After you have cut and pasted your autobiography into the application, you should read it again to make sure everything transferred properly.