

**EDUCATIONAL LEADERSHIP PROGRAM
UNIVERSITY OF ARKANSAS
234 GRADUATE EDUCATION BUILDING
FAYETTEVILLE, AR 72701
(479) 575-7244**

GUIDELINES FOR AUTOBIOGRAPHICAL SKETCH

One of the most critical elements of your application is your written Autobiographical Sketch. Consequently, careful thought and effort should be expended in its preparation. To assist you, an outline of suggested content is included. Typically, the sketch will require 4-7 double-spaced, typewritten pages. Note: Please do not send a resume — one of the reasons for asking you to provide a written autobiographical sketch is to assess your writing ability.

Early Home Background

1. Parents' occupation.
2. Number of brothers and sisters. To what extent are you like or unlike them?
3. Early life experiences that you feel may have influenced your development as an individual such as significant incidents in your home with parents, siblings, and friends in school and elsewhere.

Work

1. For each full-time position you have held, briefly describe:
 - a. Your duties.
 - b. Those things you liked or disliked.
 - c. Your reason for leaving.
2. What did you learn about your strengths as a result of holding these positions?
3. What does a job have to offer to give you satisfaction? Some people look for money; some want power; what is important to you?
4. Discuss any work experiences that influenced or supported your decision to study/work in the field of educational administration.
5. As of now, what do you want to be doing in ten years after completing your degree?
6. What is your ultimate career goal?
7. In what professional organizations do you hold current membership?

University of Arkansas

1. Why are you interested in pursuing a degree at the University of Arkansas? How was the University of Arkansas Educational Administration program brought to your attention?
2. How long do you think it should take you to complete your degree program?

Education

1. Briefly describe your formal college education at all levels.
2. In addition to formal education, describe your participation in other kinds of educational activities (workshops, seminars, etc.).
3. List the professional journals that you subscribe to and read.
4. Describe any relationships with college or university faculty members or staff that influenced your decision to enter the field of educational administration.

Other

1. Briefly describe your participation in civic organizations in your community.
2. What are your present avocation interests and hobbies?
3. What travel experience have you had?
4. **Submit at least one additional document that you feel is representative of your writing ability.**