

Make sure we know by second paragraph who this is about and what the person’s special area of interest/talent is. Can stay in present tense. Don’t forget to weave in quotes and details of person’s physical appearance to bring them to life. If you can show them in action, all the better!

Come back to the present, continue bringing your character to life with more details about them. Don’t forget to weave in your quotes and at least one quote from someone else who knows this person.

**Graphic Organizer for Profile: Use this to help you to stay focused. You are not required to fill it out, but if you think it will help, or you know organization is a weakness, please use it. I like the filmstrip shape, because it brings to mind scenes in a film, which is helpful to think about when framing your story. We need to be able to picture what is happening…**

End on a strong note-maybe with a quote? If you can bring it around full circle, referring to the beginning, that sometimes works really well.

You can either keep going in the present tense in the 3rd paragraph or go back in time to the person’s history—how they got to where they are today.

If you have not gone back in time yet, you could do it here, unless you are still explaining some details of their job/focus. Otherwise, it might be a good time to give history in this paragraph.

Interesting lead that catches readers’ attention and sets the tone for the piece. Should relate to the information about to follow. Orient us to setting and focus of piece. Written in present tense.