**ESSAY ANSWER TOOL**

**Introduction:**

This document is a tool to help you draft and compose your answers for the online application, which includes multiple sections. **This is the essay portion of the application only.** This is not the full application, which includes additional questions. Do not wait until the last moment to submit.

**Instructions:**

1. Learn about the advisory body and read the recruitment description.
   1. Connect your essay answers with the position description, and the section on what the committee is looking for.
2. Compose your answers to the essay questions.
   1. Use plain formatting (text only, no **bolds**, *italics*, hyperlinks).
   2. Write what you feel comfortable sharing **publicly**. The answers you give on the essay are public, meaning they are subject to public records disclosure.
3. Proofread your work, and check that your word count for each answer is less than **250 words**.
4. Submit your answers (select one option below)
   1. Submit your answers using the online Application: <https://bit.ly/33D24ZH>
      1. Option one: enter each answer in the essay question fields in the online application. This can be done using copy & paste into the appropriate essay prompt.
      2. Option two: in the appropriate field in the online application, you may upload a document containing all answers beginning on the next page. (Delete these instructions from your submission). You must save your document using the following naming system so that it is paired with the other parts of your application: ***"ESSAY\_First Name.Last Name".***

**Please submit the answers you write beginning on the next page** (delete or remove this first page instructions from your submission).

**APPLICANT NAME**:

**ESSAY QUESTIONS**

No more than 250 words per answer.

Do not email this form.

### Describe your relevant skills, knowledge, and lived experience as well as any volunteer, work, and/or educational experience that would serve the advisory body’s ability to meet its mission.

### What excites you about the possibility of serving on this advisory body?

### If selected and appointed to serve, what would you hope to accomplish during your service?

The City of Portland seeks to build diverse representation on advisory bodies in terms of race, ethnicity, disability, gender identity, sexual orientation, national origin, age, religion, and geographic identification, as well as advocacy experience, community involvement, volunteerism, occupation, and education.

4.

a) Please describe your experience working in community, diverse groups, or public bodies, and provide examples in which you contributed to productive group processes and collective work in a collaborative, multicultural, and/or multilingual setting.

b) Please describe your ability to listen and consider other perspectives which may be different from your own.

c) Please address your commitment to and experience supporting and/or advancing equitable outcomes. Refer to examples from: your school, work, community, places of faith, family, etc.