

## EXAMPLE ESSAY

NAME (LAST, FIRST, MI)  
PLATOON NUMBER  
DATE(07JAN16)

FROM: CANDIDATE I. M. TOUGH, CHARLIE COMPANY, 2ND PLATOON  
TO: CAPTAIN I. M. TOUGHER, CHARLIE COMPANY, 2ND PLATOON

SUBJ: FORMAT USED FOR CANDIDATE ESSAYS

1. THIS EXAMPLE SHOWS ALL THE ELEMENTS THAT WILL APPEAR ON A CANDIDATE ESSAY.  
AN ESSAY WILL BE EXACTLY 300 WORDS. ALL WORDS WITH TWO LETTERS OR LESS WILL  
NOT COUNT IN THE TOTAL WORD COUNT. EACH WORD THAT COUNTS WILL BE UNDERLINED  
AND NUMBERED CONSECUTIVELY IN THE ORDER IT APPEARS. ALL ESSAYS WILL BE  
WRITTEN IN BLACK INK. ALL WORDS IN THE ESSAY WILL BE IN BLOCK CAPITAL LETTERS.  
ALL LINES IN THE BODY OF THE ESSAY WILL BE DOUBLE-SPACED. AT THE TOP RIGHT HAND  
CORNER YOU WILL HAVE THE SAME INFORMATION AS THE EXAMPLE, JUSTIFIED LEFT.  
LEAVING ONE EMPTY LINE, BEGIN THE FROM: LINE ON THE LEFT MARGIN. THE FROM LINE IS  
THE CANDIDATE WHO IS WRITING THE ESSAY. ON THE NEXT LINE WILL BE THE TO: LINE.  
THIS IS THE MARINE THAT THE ESSAY IS SUBMITTED TO. LEAVING ONE EMPTY LINE, DROP  
DOWN TO BEGIN THE SUBJECT LINE, WHICH IS THE TITLE OF YOUR ESSAY. LEAVING ONE  
EMPTY LINE AND STARTING WITH PARAGRAPH ONE, BEGIN WRITING YOUR ESSAY. ALL  
PAGES WILL BE IN HEAD TO TOE FORMAT, ALSO REFERRED TO AS TABLET FORMAT. STAPLE  
ALL ADDITIONAL PAGES TOGETHER. AT THE CONCLUSION OF YOUR ESSAY, LEAVE THREE  
EMPTY LINES. ON THE FOURTH LINE ON THE RIGHT HALF OF THE PAGE AND JUSTIFIED LEFT

WITH THE CENTER LINE ON THE PAGE, PRINT YOUR FIRST INITIAL, MIDDLE INITIAL AND LAST NAME. SIGN YOUR NAME ABOVE YOUR PRINTED NAME.

2. CANDIDATES CAN BE ASSIGNED UP TO TWO ESSAYS EACH WEEK DUE ON SUNDAYS AT THE END OF LIBERTY. IF THERE IS NO LIBERTY, ESSAYS ARE DUE BY 2100. CANDIDATES THAT FAIL TO USE THIS FORMAT WHEN WRITING THEIR ESSAYS WILL BE SUBJECT TO FORMAL COUNSELING FOR FAILURE TO FOLLOW SIMPLE INSTRUCTIONS AND WILL ALSO BE INSTRUCTED TO REWRITE THE ESSAY. ALL ESSAY REWRITES COUNT TOWARD THE TWO ESSAYS THAT CAN BE ASSIGNED EACH WEEK. ESSAYS ARE PROFESSIONAL ASSIGNMENTS. THE ESSAYS THAT YOU PRODUCE WILL BE READ AND GRADED BY THE INDIVIDUAL TO WHOM IT IS ADDRESSED. YOUR ESSAY IS A DIRECT REFLECTION OF YOUR ATTENTION TO DETAIL, COMMITMENT TO THE PROGRAM, AND YOUR INDIVIDUAL PROFESSIONALISM. ESSAYS ARE NOT JUST A TIME CONSUMING TASK, BUT ANOTHER MEANS FOR THE OCS STAFF TO EVALUATE YOU AS A POTENTIAL LEADER OF MARINES.

*I. M. TOUGH*  
I. M. TOUGH

