

## Letter of Intent/Personal Statement Checklist

### Is this letter of intent/personal statement for a(n):

- Professional program (Law School, Teacher's College, Medical School)
- Academic program with an experiential component (Internship, practicum)
- Purely academic program (research and/or course based)

### The individual has confirmed additional requirements of admission (If applicable):

- Minimum GPA Requirements (based on how the school calculates the admission average)
- Standardized tests/Documents (transcript(s), MCAT, LSAT, GRE, resume etc.,)
- Experiential Requirements (min. hours of teaching, research, laboratory, etc.,)
- A supervisor
- Reference letter(s)

### The letter of intent/personal statement demonstrates that the student has:

- Read and understands specific instructions of what to include in statement/letter
- Knowledge of word/character limits
- Tailored letter to specific program and school
- Awareness of deadline for submission

### Does this letter of intent/personal statement include?

- A catchy introduction
- A statement of the program/degree you are applying for
- Concrete examples demonstrating why you are a good candidate for the program (relevant skills, experiences, academic achievements etc.,)
- Concrete examples of what makes you unique from other candidates
- Research/field of study interests – when and how they developed (if applicable)
- Explanation of why you want to attend the program, what motivates you
- An explanation of why you are interested in this specific program/school
- Future goals and how the program/school matches them (if applicable)
- Succinct conclusion



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