



Personal Statement / Letter of Intent

01

Introduction

- Hook statement; grab the readers' attention with a unique story about you. Consider what sparked your interest in pursuing this field of study? Why are you passionate about it?
 - Include summary statement(s) about you such as what you are currently studying and where, and your main experience and interests.
 - Clearly state the name of the program and the school you are applying to.
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02

Educational Background

- Discuss your educational background. If you are currently a student, clearly state the name of the school and program you are in. Provide examples of relevant assignments, projects, or papers you have completed throughout your studies.
 - *Connect your educational background to the program!* Consider discussing some of the elements of the program for which you are applying. For example, what are some of the courses this program offers? Who are the faculty/professors who teach these courses?
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03

Professional Experience

- Provide an overview of your most relevant professional experience. This can include volunteer, paid work, and/or extracurricular activities. Outline key skills, knowledge and expertise you developed while providing concrete examples.
 - *Connect your professional experience to the program!* Some ideas of how your professional experience may relate back to the program may include: Co-op, internships or placement(s) you need to take in the program, how your skills prepare you for completing studies in this program, and/or how it all equips you to excel in your future career.
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04

Career Direction

- Describe your ultimate career direction. What are your next steps after this program? Where do you see yourself working in the future? How does this program prepare you for this career?
 - *Connect your career idea to the program!* A key element here is to articulate to the admission committee how/why their program is a critical bridge that will allow you to move from where you are right now, to where you'd like to go. Why have you chosen this program, in this school specifically?
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05

Conclusion

- Summarize all the main ideas you have discussed --education, professional experience, and career direction.
- Link your summary back to your hook statement.
- Express your excitement in being part of this program. Be sure to specifically state the name of the program and school you're applying to.