

Letter/Statement of Intent

Crafting an overview of your intents of returning to graduate studies in education, indicates to reviewers your personal goals and capacities. You are not held accountable to this statement. We recognize that your goals and capacities will evolve through graduate studies.

What is it?

- ½ -1 page, single-spaced, overview, using 12-point font.
- **Intellectual autobiography** that conveys the continuum of experiences and events in your academic life, which have led you to desire an academic graduate education.
- **Note what you did** academically and/or professionally.
- **Note what you want to do** academically and/or professionally.

Before you write:

- DO YOUR HOMEWORK.
- Examine the UBC O Education website for program specifics and faculty research and teaching interests: <http://education.ok.ubc.ca/programs/grad.html> and suggest names of 2-3 faculty members with whom you may want to study
- Confirm that the degree program offered matches your career goals.

How is it organized?

Opening

State the program to which you are making application, and in a general sense, why you are applying to the program.

Body

Your Qualifications and Background

Describe

- Experiences that have served as a foundation for your future graduate work,
- how your interest in the field developed, and,
- how you planned academically for your goal.

Discuss

- Undergraduate and/or graduate studies in general, your major, and any specialization, in specific terms.

Weave into the letter

- specifically why you wish to attend this graduate program
- specifically how the graduate curriculum matches your short and long term academic and career goals.
- show evidence of your investigation of our program, our faculty and their research, and our areas of study.
- indicate how your academic, professional and intellectual interests form a match with the research interests of one or more faculty in the program.

Tell the Graduate Committee

- that you are qualified and motivated.
- that you will be successful in graduate study and research.

Summarize briefly

- why you believe you possess the experience and skills to be admitted to the program.

Style of Letter

- be direct and straightforward
- use active, not passive voice
- emphasize strengths
- explain anomalies
- check for accuracy and precision

Edit Ruthlessly