



## Letter/Statement of Intent

Your letter or statement of intent is an intellectual autobiography that conveys the continuum of experiences and events in your academic life, which have led you to pursue an academic graduate education.

This letter informs the reviewers of your personal goals and capacities. We recognize that your goals and capacities will evolve through graduate studies; you are not held accountable to this statement.

### Before you write:

- DO YOUR HOMEWORK:
  - Review the Okanagan School of Education website for program specifics and faculty research and teaching interests: <http://education.ok.ubc.ca/programs/grad.html> and provide the names of two to three faculty members with whom you may want to study
  - Confirm that the degree program offered matches your career goals
  - Consider your academic and/or professional achievements
  - Consider what you want to do academically and/or professionally

### Format

- Approximately half page to 1 page
- Single-spaced
- 12-point font

### Organization

#### Opening

State the program to which you are applying, and provide, in a general sense, why you are applying. Think of this as your “elevator pitch.”

#### Body: Your Qualifications, Background & Interest(s)

Describe:



- Your educational background (e.g. Undergraduate and/or Graduate studies in general, your major, and any specialization, in specific terms)
- Experiences that will serve as a foundation for your future graduate work and a brief statement of your intended area of inquiry.

Within the letter, provide a description for the following prompts:

- How your interest of inquiry in the field developed
- How you planned academically for your goal
- Why you wish to attend this graduate program
- How the graduate curriculum matches your short and long term academic and career goals
- Why you believe you possess the experience and skills to be admitted to the program

Tips for Writing Your Letter

- 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
- Be direct and straightforward
- Use active voice
- Emphasize strengths
- Explain anomalies
- Have someone review your letter