

HOW TO WRITE A STATEMENT OF INTENT

WHAT IS A STATEMENT OF INTENT?

For many internships, jobs, graduate programs, scholarships, grants, etc. you may be asked to provide a professional resume or a curriculum vitae (CV). Statements of intent often highlight your area of career interest and express how you are the best candidate for the process you are applying for. Statements are generally 2 pages with 1.5 or double spaced formatting. Be sure to follow the directions for your statement of intent to the exact specifications listed.

WHAT DO YOU WRITE ABOUT?

You must focus on the topic you are writing about and write it to show your commitment and why you are the best candidate for them to pick. Make sure when you write your statement, that it is clear and shows your enthusiasm. You want to stand out as much as possible from others and show your personality through your writing.

DO'S

- Strong intro paragraph
- Keep to the directions desired length (max 2 pgs)
- 1.5 OR double spaced with wide margins
- Include your name on each page
- Ask the Career Center to read over your draft

DON'TS

- Repeat your resume/activities verbatim
- Write in 3rd person
- Explain away your bad GPA or exam scores
- Use slang, informality or humorous in your writing
- Add long quotes

QUESTIONS TO CONSIDER WHEN WRITING YOUR STATEMENT:

- What separates you from other applicants?
- What are some obstacles that you had to overcome?
- What are some defining skills that you possess?
- How did you become interested in _____ (subject you are applying for)?
- What has shaped you into who you are today?
- What other goals or things do you wish to pursue in the future?