

Letter of intent

A complete letter of intent should address the following:

- Program of interest
- Why you are interested in (and suited for) this particular field or program
- What makes you an ideal candidate?
 - Experience, work skills, academic record etc
 - Personal assets and qualities you would bring to the program, community and profession
- In your letter you should be able to demonstrate your skills and abilities as they pertain to the program

Letter of Intent Format:

- Include your name on each page
- 12 point font
- Maximum 2 pages 1.5 spaced

How to demonstrate your skills and abilities:

- Focus on what makes you a unique candidate; what distinguishes you from all the rest?
- Show evidence of your skills, abilities and experience. Be sure to highlight specific skills and abilities that are appropriate for the program.
 - You should use facts and figures to show—not tell—just what a “skilled manager” or “effective communicator” you are.
 - Examples:
 - “As a team lead with Such and Such Inc., I promoted a culture of equality, fairness, and inclusiveness among the people I worked with. This helped me provide learning opportunities that were flexible, innovative, and responsive. “
 - “As the assistant coordinator of public relations, I conceptualized and created a style guide for all grant writers in our organization in order to ensure a higher level of accuracy and consistency when applying for federal grants.”
 - “In my role with IT Services, I managed a strict project timeline successfully by coordinating virtual meetings across time zones and presented findings to over 50 colleagues via teleconference.”