

# PERSONAL STATEMENT | LETTER OF INTENT

## LETTER OF INTEREST | STATEMENT OF PURPOSE

The statement should be concise and not redundant, as it is used as an indicator of your writing ability and to determine whether you, the student, fit their program. You will be selected for an interview based on your carefully thought out responses to these questions and many of the interview questions from the admission committee/panel will be taken from this document. So, select your responses thoughtfully and authentically. When you have answered all the questions, compile your responses into a narrative format and have someone from UND Career Services edit and/or proof it with you.

- **WHO am I?** Write a personal narrative of the following attributes you think will make you a good candidate for your professional role. Write in the first person tense (vs. third person).

*Characteristics:*

*Attitudes:*

*Values:*

*Strengths:*

*Special Skills:*

- **WHAT experience do you have in your field?** What have you already done professionally or personally of which you are proud? Include any leadership roles you have taken in any area.

*Professional Accomplishments:*

*Personal Accomplishments:*

*Academic Honors and/or Achievements:*

*Professional Work Experience:*

*(In chronological order by date, most recent at the top):*

*Leadership Experience:*

*(In chronological order by date, most recent at the top):*

*Related Volunteer Experience:*

- **WHAT formed or led to your decision to major in \_\_\_\_\_ and pursue a career in the field of \_\_\_\_\_?** It's fine to mention professors (or others) who inspired you and why.

- **WHAT research or steps have you taken to make sure this is the "right" career path for you?** (job shadowing, informational interviewing, classes, job experience, research, personal connection, etc.)

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- **WHY do you want to study that program?** *Think very seriously about why you really want to go to graduate school and put it in your statement.*
  
- **WHY does it make sense for me to study at \_\_\_\_\_ College/University?** *(What is attractive to you about the program you are applying to: Is it the University? Faculty? Research? Mission? Values? Other reasons?)*
  
- **WHO do I want to be?** *Describe personal goals you would like to achieve in the next 5-10 years. Include in your description reasons why these goals are important to you.*

*Personal Goal & Why:*

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- **WHAT kind of contributions do I want to make and how?** *WHAT do you plan to do with your degree once you have it? Where do you see yourself in 5 years? 10 years? Describe several professional and/or career goals you would like to achieve in the next five-ten years.*

*5 yr. Professional Goals:  
Why:*

*10 yr. Professional Goals:  
Why:*

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Include your response to any other questions not mentioned previously that were specified in your application materials and that pertain to your "statement" or incorporate them in the body of your "statement."

**\*A Final Reminder: When you have answered all questions, compile your responses into a narrative format and have UND Career Services edit and/or proof it with you. The "final" version you submit needs to be error free and grammatically correct! Good luck!**