Letter of Intent

CAREER & LEADERSHIP DEVELOPMENT CENTRE

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BEFORE YOU START WRITING

Research the school and program you plan to apply to. Determine if the program is in line with your career goals.

Check the University's website: contact the department to find out what the committee is looking for, read the message from the Dean and the admissions policy. They will likely have specific guidelines for the letter of intent.

Create a list and review all your relevant achievements in chronological order. Recall volunteer work, research, personal and work experience, awards and achievements, extracurricular activities, challenges and soft skills.

How would you answer:

When did you first become interested in your chosen field and what steps have you taken that reinforced this decision?

What makes you stand out from the crowd? How are you distinct or unique in your work?
How have your academics, work experience, and extracurricular activities influenced your personal growth? What skills have you developed?

Why do you want to attend this school? What are the most convincing reasons for the admissions committee to accept you?

THE WRITING PROCESS

Plan an outline using themes or chronological ordering

Separate the letter into sections like an essay

Each section or paragraph should have a specific topic and should have an explanation of its relevance to the program

Remember to

EDIT

Ask faculty, family, or friends to read your letter and provide feedback

Write for your audience: consider who will be reading your letter

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Be clear and precise
Avoid generalizations
Be genuine and be yourself!

NEED HELP GETTING STARTED?

Writing Centre
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