

LETTER OF INTENT

A PERSONAL STATEMENT

Writing a Graduate School Essay or personal statement can be a very difficult task. It's an easy one to put off until the last minute. Many students procrastinate because they do not know what to write or how to start.

The essay is an example of your writing abilities, so make sure it is free from spelling and grammatical errors. Be sure to follow instructions precisely, adhere to length limitations and answer everything that is asked. Use the essay to highlight strengths and attributes.

Quick Tips:

- Declare your ideas and goals
- Research and know the program
- Read the faculty's publications and mention them in your essay
- Relate your goals to that of the program
- Use clear statements
- Show enthusiasm for the field of study
- Use formal English, avoid slang terms
- Allow yourself time to write, rewrite, edit
- Get several people to proofread