

## Statement of Intent and Objectives

Your *Statement of Intent and Objectives* should be clear, concise, and informative. Details and concrete examples will make your essay distinctive and interesting. In general, stay away from generalities and clichés that can turn off your audience. Before you begin writing, create an outline and chose what you want to discuss and the order you want to discuss it. Give your Statement direction by defining a *thesis or a main point* you wish to communicate. Stay away from including extraneous material that does not support your main point.

Think of your *Statement of Intent* as an extended and formal answer to the question, “Tell me about yourself. . .”

**Format:** Your format will reflect your level of professionalism. Your statement should be 1 to 1½ pages long, so be concise. As a good rule, a single-spaced, 10-12 point-size font, with reasonable margins is best. Before you submit your Statement, ask your adviser, a trusted colleague, or a faculty member to read and comment on your work. Try to revise your statement at least once.

**Opening Paragraph:** Introduce yourself and your reasons for pursuing graduate study. This is your chance to demonstrate your unique qualifications. Briefly discuss your academic, professional, and volunteer background and how it has led you to apply for graduate education. Include whether your family, a professor or someone in your community has influenced your chosen field of interest. Be sure to use concrete examples from your life experience and personal qualities to distinguish you from other applicants. In general, students with good academic records are assumed to be honest, sincere and conscientious, so avoid these clichés words without specific explanation. Describe, and provide examples of, your determination to achieve your goals, your *initiative* and *ability* to develop ideas, and your *capacity* to work through problems independently.

**Qualifications (1-3 Paragraphs):** In these paragraphs, build a foundation for your forthcoming work. Discuss your experiences with the following:

1. Explain why you chose the field.
2. List your expertise and accomplishments in your major field. Include any research or related professional work you performed. Mention the project and professor who you worked for or under the direction of.
3. Describe your undergraduate studies, current career track or volunteer activities and how they relate to what you intend to do in graduate school.
4. Include specific experiences that demonstrate your *motivation* and *inspiration* for continued study.
5. List other relevant experiences such as jobs, community activities, leadership in school organizations, awards, honors, and etc. Be sure to include names of supervisors, organizations, and other important details.
6. Briefly explain any discrepancies on your transcript. This may include having a lower GPA in a particular semester or year. Extensive details are not necessary of why this happened and it is best to avoid making excuses.
7. Mention specific faculty with whom you are interested in working with at SCSU.

**Closing Paragraph:** Finally, leave the reader with a statement of your perceived qualifications and your view of why you will be successful in graduate school. Describe your plans and goals after you have received your master’s degree. Define how your particular graduate program will assist you in reaching your goals. Keep in mind that your audience is made up of professionals in your chosen field, so you won’t need to explain your understanding of the field, but rather show your *sincerity* and *ability* to successfully complete graduate education.