

Letter/Statement of Intent

PCiBS is supplying these general guidelines for writing a letter / statement of intent for graduate doctorate admissions. We strongly encourage you to consult your selected program of specialization or interest on our website to assist you with your letter or statement.

We do want to stress that this will give the faculty a good idea of what your topic will be of your dissertation. We do however realize that this might change during the definition of the research project / problem.

What Is A Letter / Statement of Intent?

- All students must supply an intellectual autobiography that conveys the continuum of experiences and events of their academic life which have led you to desire an academic doctorate or Ph.D. graduate education
- We need to know:
 - What you did you study academically, why and with whom
 - What you want to achieve academically, where, and why

Do some Homework before you Write!

- Obtain the school's catalogue or program specializations (see links below)
- Confirm that the doctorate degree program and specialization offered
- Review the program and courses offered by the school
- Make sure that it matches with your career expectations and pertains to your goals
- Address the specific faculty with whom you want to study

Review Specialization Programs

- [Doctorate / Ph.D. in Business Management](#)
- [Doctorate / Ph.D. in Project Management](#)
- [Doctorate / Ph.D. in Project Controls Management](#)

Style of Letter

- Be direct and straightforward
- Cut out all redundancy
- Be organized, succinct, orderly, specific, and concise
- Use examples where needed (keep them short)

- Keep the statement to one or two typed pages (max three)
- Use transitions that tie paragraphs together
- **Do not use** slang, the letter demonstrates your ability for academic writing
- Get your points across, and be accurate and precise
- Use an active, and not a passive voice
- **Do not use words** such as "dud," "rather," "quite," "pretty much", "somewhat," "fairly"
- Emphasize your strengths, and be positive
- Explain any anomalies in your letter or statement of intent
- **Edit extensively and ruthlessly**
- Don't assume that the acceptance committee will understand everything.
- Explain research projects, and course titles where necessary

How Is It Organized?

Salutation

- Address the acceptance committee formally

Opening Paragraph

- State the program and specialization you wish to apply for
- Specify whether you are seeking a Ph.D. or Doctorate
- Give the acceptance committee a general sense of why you are applying for the program

Subsequent Paragraphs

- Your qualifications and background
 - Describe
 - Your current experiences that serve as a foundation for your graduate research and work
 - The development of your interest in the field
 - Your academic plan towards your goal
 - Discuss
 - Under-graduate studies in general
 - Your Post-graduate studies in general
 - Your major, and any specialization within the major (be specific)
- Incorporate into the letter
 - All your academic achievements and / or accomplishments
 - Give specific learning experiences that motivate and inspire you for ongoing study and/or research, but not limited to:
 - Independent specific studies
 - Research for and with professors
 - Teaching assignments

- Conference presentations
- List any published work
- Seminar courses
- Post-graduate thesis and academic honor's
- Independent writing
- Related work experience

Closing Paragraph: Planned Academic Future

- Explain
 - why you wish to attend this program
 - how the department's curriculum matches your academic and career goals
- Show evidence of your investigation into this program
- Indicate how your academic and intellectual interests match the research program selected

Closing Statement

- Summarize why you believe you possess the skills and experience to be admitted to this program
- Tell the acceptance committee that you are qualified and motivated and why you will be successful in this specific program

Close formally

- Yours sincerely,
- Your full name
- Student number (if you have one)