

GRADUATE SCHOOL APPLICATION LETTERS

When you write an application letter to a graduate school, you'll want to consider the following points. To some extent, your paragraphs can be ordered to emphasize your special skills or educational background, but you'll want to make sure the basics are covered. You'll also want to think carefully about the rest of your application: this is your chance to briefly touch on its highlights and to mention any strengths that may not show up elsewhere!

1. State which specific degree program you're applying to. You might also discuss how you know about the school, any special considerations about its locale, proximity to family, and any reasons you find it the best choice for your particular interests
2. Sum up your prior training and course work in your field of interest and mention any special skills you have, such as languages (computer or foreign), drafting ability, familiarity with specialized procedures or equipment. Avoid spending more than a sentence or two, however, on restating information found elsewhere in your application packet.
3. Describe any educational or professional experience that makes you an especially strong candidate, including practical applications of your studies in labwork, research, editing, or writing with an individual professor or organization (paid or non-paid). This section indicates you are already actively engaged in the concerns and activities of your discipline.
4. State that you are including other application materials or have requested transcripts or recommendation letters (if appropriate). Give the address where your dossier is available and state your willingness to meet for an interview. Tell the readers when you'll be available and note any conferences you're attending for that purpose.
5. Keep your tone positive. If there are weaknesses in your application, focus on the things you've done to address those weaknesses or the beneficial experiences that came out of them.

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