

# How to Write a Statement of Interest

Also called a letter of intent, a statement of interest is a helpful way to introduce yourself, your interest in an opportunity or organization, and how you can add value. A statement of interest is used to introduce yourself and demonstrate how your qualities and experiences align with the expectations of the organization.



Follow the provided instructions. Respond completely to all prompts and questions and abide by the word and page count limits.



Research the organization to learn about the mission, purpose, and what they are seeking in candidates.



Keep your statement targeted. Ask yourself why you want to apply and ensure that there is a strong connection between your interests and the organization's expectations.



Reach out to individuals in your network who can share insights about the organization who or were previously successful in applying.



Keep your statement professional. Unless it is requested, do not go too deep into your life story. The purpose of a letter of interest is to demonstrate that your interests and experiences match what the organization is looking for.