

STATEMENT OF PURPOSE TEMPLATE

Thanks for downloading this template from [Personal Statement Planet](#). I'm delighted you found it, and I hope it helps you on your journey into Higher Education and beyond.

A statement of purpose is an essential element of your academic application. It is usually most applicable to grad school applications, although statements of purpose (sometimes interchangeable with 'personal statements' and 'letters of intent') can also be requested for undergraduate courses. If you're applying for an undergraduate course, you might find [this post](#), and the resources within it, a real help.

However, this template works brilliantly for most graduate school applications made in the US and worldwide. You can find free a detailed post that accompanies this resource [here](#).

This template is a valuable tool for ensuring that your statement of purpose is well-structured, has all the contents that admissions teams are looking for and is compelling enough to get you the offer you need.

I've divided the template into seven sections. You can treat these as paragraphs if you like. Similarly, it's OK to split a section into a couple of paragraphs if that works for you. Just make sure you include the relevant content in each paragraph you write.

The suggestions for character counts for each section are intended as a guide – there's enough flexibility in the template for some variation.

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Here are a few general reminders about statements of purpose before you dig into the template and submit your application:

- There isn't a fixed word count for a statement of purpose, as different institutions will all outline their requirements. However, best practice suggests that a statement of purpose should run between 500 and 1000 words. I have set this template to 900 words, but you might feel that a little less or more, either way, would be appropriate. It all depends on your circumstances.
- Ensure that you follow any specific guidelines requested by the institution you are applying to. You may be asked to write under specific headings or answer carefully worded questions. *Failure to do so will inevitably count against your application, so always double-check.*
- A statement of purpose is academic in nature. Whereas an undergraduate essay or personal statement is concerned with the applicant's transferable skills and personality, a statement of purpose is far more focused on your educative journey. You must highlight your academic achievements, focus on your relevant skills and interests and demonstrate your potential for study at graduate level and beyond.
- Your statement of purpose should clearly outline both your value to the institution to which you are applying and the value of that institution to your continuing development. You should show knowledge of the specifics of the course or campus and demonstrate your mutual suitability.
- You must not copy the contents of statements of purpose from other sources or ask someone else to write your statement from scratch. Most platforms use sophisticated software to track and penalise plagiarism.

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SECTION INTENTION	WORD COUNT	SUGGESTED CONTENT
1 <i>The motivation behind your choice of discipline, course and institution.</i>	50	<ul style="list-style-type: none"> Contextualise your application with a personal connection to the subject or role Explain what's motivating you to study your chosen subject What are the inspirational people or events behind choosing this subject? Justify your choice of course or grad school Concisely summarise the reason for your application
2 <i>Summarise previous academic experiences, research capability and suitability.</i>	220	<ul style="list-style-type: none"> Outline your relevant academic achievements, research experiences, qualifications and training Offer an informed opinion on academic ideas, issues or theories within your subject Establish academic suitability with reference to existing subject skills and experience Outline any awards, achievements or prizes received Specify the value of academic placements or exchanges Give examples of ongoing and, importantly, proposed research projects
3 <i>Evidence your relevant professional experience and relevancy to the course.</i>	200	<ul style="list-style-type: none"> Illustrate knowledge of contemporary issues and practitioners within your industry Outline professional successes and responsibilities, relevant to the application Evidence a sense of personal enquiry, engagement and ability Link your professional experiences to the demands of the application
4 <i>Clarify your experience and expertise in your specialist field.</i>	200	<ul style="list-style-type: none"> Evidence practical experience with the relevant skills or disciplines central to your discipline Outline additional courses or classes taken Clarify your contribution to the body of knowledge in your field Which practitioners do you admire, and how do your achievements compare? Can you identify relevant professional networks, memberships or connections?
5 Outline your ambitions, how you've pursued them and why grad school is the next step.	80	<ul style="list-style-type: none"> Explain how the course will develop your research specialism Which modules, opportunities or units best suit your needs? Outline your academic and personal course aims How do the industry links available on the course advance your profile? In which ways are the course alumni inspirational? Clarify how the course will enable you to fully engage in specific areas of research with the depth and scope you require
6 <i>Illustrate your relevant transferable skills.</i>	70	<ul style="list-style-type: none"> Demonstrate transferable skills gained through hobbies, activities or other non-academic experiences Teamwork and cooperation Independent learning and motivation Timekeeping and responsibility Stamina and resilience Organisation and meeting deadlines
7 <i>Outline your unique qualities and value.</i>	80	<ul style="list-style-type: none"> Evidence your proven track record of success in your field How will your research proposal enhance the grad school's reputation? Outline your value to the institution Reiterate your motivation from the opening section What additional expertise or strengths do you bring to compliment those already present in the faculty?