



UCDC Application Guide

Statement of Purpose

Your statement of purpose will be used to apply to the UCDC program and as an outline for conversion into a cover letter.

You should address your statement of intent generally to the "Internship Coordinator."

You can focus your statement on a general career field or you can list specific organizations you wish to apply to.

You **must explain** how UCDC will support your career and academic goals.

Your letter of intent should not be more than one page.

Statement of Purpose Outline

Name
Address
Email
Phone

Date

Dear Internship Coordinator:

Suggested key points to discuss in opening paragraph:

- Type of internship you plan to seek
- Name the career field or organization with whom you are interested in applying and for which quarter
- Discuss how you think your career and academic goals will be supported by the experience

Suggested key points to discuss in body paragraph(s):

- Specific examples of technical or general skills, knowledge, languages, and experience relevant to the field
- Indicate how you can contribute your abilities and educational background to the organization or career field
- State what you hope to learn from the internship experience
- Discuss how you think your career and academic goals will be supported by the experience of the internship

Closing paragraph:

- Restate your interest in the program
- Inform reader of supporting documents enclosed
- Thank the reader for his/her time and consideration

Sincerely,

{Signature}

Name