



Checklist for Submitting Your Statement of Purpose

When you think your statement is as good as it can possibly be, take a moment to check over the following before submitting:

1. Have you made sure your statement meets the requirements specified by the school/program:
 - a) Is it the right length? If no length requirements were listed by the school, is it around 500-1000 words long?
 - b) Is it the proper format? If no specific format was required by the school, is your statement of purpose written as an academic paper, with introduction, main body paragraphs, and conclusion?
 - c) Does it include any specific information they may have asked for? For example, your educational background, research experience, location, etc.?
2. Does it answer the prompt, if there is one?
3. Has your statement gone through several drafts? If the answer is “no”, stop what you’re doing and commit yourself to rewriting your statement. Remember that a strong statement is one that has gone through several drafts, getting stronger and more effective each time! If the answer is “yes”, ask yourself, “Is this the best my statement can possibly be?” If in doubt, ask for more feedback.
4. Does your statement demonstrate why you want to pursue graduate school and the specific program you’re applying to?
5. Do you provide use 1-3 events or experiences that showcase your suitability and preparedness for graduate school and your chosen program?
6. Does your statement tell a compelling story? Carefully read over your statement to get a sense of the narrative you have crafted for your reader. Is it a compelling narrative, or have you lapsed into just listing items from your CV? Make sure your statement is telling a story that gives context for who you are, not just a list of things you’ve done.
7. Have you proofread your statement? You need to proofread your statement several times to make sure that all typos and grammatical errors have been eliminated. Take breaks after each time you proofread. This way, you will be looking at your statement with fresh eyes every time you read it. You should also take some time to make sure the statement is well-organized and has a proper “flow” in terms of both structure and style. If you’re looking at graduate school application help, you can get a graduate school admissions consultant to look over your essay!