

How to Write a Good Statement of Interest

As part of the application process for certain positions, you may be asked to write a statement of interest/personal statement. A statement of interest for an internship or project opportunity is normally around three paragraphs long and should succinctly communicate your interest in the position. Your statement should demonstrate that you have read and thoroughly understand what to expect during the potential opportunity. Ideally, the statement will address (1) your interest in the field/industry/organization, (2) how the opportunity will help your career plans, and (3) demonstrate that you have a clear understanding of and specific interest in the organization or company.

Before preparing your statement of interest, ask yourself...

Why am I interested in this position? What is it about the organization's mission or the duties entailed in the job that are drawing me to the position? Is it for example the opportunity to make an impact on alleviating poverty in the city of Boston? Or the chance to use technology to make healthcare more effective, or the strong reputation that the organization has within a particular industry?

What skills, expertise and other qualities is the organization seeking?

In many cases, this is spelled out pretty clearly in the position description. In other cases, you will need to give some thought to what skills you think would be important to the company. What kinds of tasks would the job entail? What kinds of skills would you need in order to effectively complete those tasks?

When writing your statement of interest answer the following questions:

1. What about your background, including your academic preparation and career interests, make you a good match for this opportunity? Demonstrate the skills and strengths that you would bring to the organization if you were hired.
2. How will this opportunity benefit your career?

Sample Statement of Interest

I am writing to express my interest in a summer internship with Cares Inc. as a project manager in Boston. I believe that both my professional experience and academic qualifications would enable me to make a strong contribution to Cares Inc. and the company's efforts to strengthen Boston's economic recovery and long-term poverty reduction goals. The majority of my professional career has been in non-profits creating models to improve government accountability and performance in the delivery of basic services. I am passionate about creating economic avenues for families to rise above poverty. My work with NGOs has exposed me to the capacity challenges that accompany real city-wide change and project management. My career plans include working for the city of Boston as an economic growth and development project manager.

Through my studies at Roxbury Community College, I have gained a deeper understanding of both the conceptual and practical issues relating to project management and civil service reform in urban areas. Classes on the politics and psychology of public policy have strengthened my knowledge of the best practices. Quantitative courses in statistics and policy evaluation have also provided me with the tools I need to conduct more rigorous project management assessments of the impacts of city services.

In sum, an internship with Cares Inc. will afford me the opportunity both to contribute my experience and skills as well as to deepen my own understanding of project management in public governance. I am also excited at the prospect of joining one of the most prominent and progressive non-profits in New England. For these reasons I hope you will look favorably upon my candidacy.