

**\*\*Personal Statement Letter Structure Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Office]

[University of Alberta]

[Address of the University]

[City, Province, Postal Code]

Dear Admissions Committee,

**\*\*Introduction\*\***

- Briefly introduce yourself.
- State the program you are applying for.
- Mention your enthusiasm for this opportunity.

**\*\*Body Paragraph 1: Academic Background\*\***

- Discuss your academic achievements and relevant coursework.
- Highlight any specific projects or experiences that shaped your interests.

**\*\*Body Paragraph 2: Relevant Experience\*\***

- Describe internships, volunteer work, or related experiences.
- Connect your experiences to skills or insights gained that are applicable to the program.

**\*\*Body Paragraph 3: Personal Motivation\*\***

- Explain what motivated you to pursue this field of study.
- Discuss any personal experiences or challenges that have influenced your decision.

**\*\*Body Paragraph 4: Future Goals\*\***

- Outline your career goals and how the program aligns with these aspirations.
- Mention how you see yourself contributing to the university community.

**\*\*Conclusion\*\***

- Reiterate your excitement about the opportunity to study at UofA.
- Thank the admissions committee for considering your application.
- Provide a closing statement that reflects your commitment.

Sincerely,

[Your Name]