Instructions for writing the Letter of Interest

- You must address the following prompts in your letter:
  - Identify your life and academic goals and explain how participating in the KEYS Research Internship will help you achieve both.
  - Identify your specific interests in bioscience research, if you have them, and explain what sparked your interests. Or, if your interests are still evolving, explain how the KEYS Research Internship will help you narrow your focus.
  - Identify one of your strengths or attributes and explain how it makes you more competitive for the KEYS Research Internship.

- The letter must be saved in a .doc, .docx, or .pdf format.

- Your letter in total cannot exceed 800 words.
  - Letters that exceed this number will be read up to the 800 word mark and no further.

- Your letter should be word processed, single-spaced, and in 12-point font. Font types Times New Roman or Arial are preferred.

- The letter should begin with, “Dear Selection Committee”.

Helpful considerations...

- Do not lose easy points for not following directions!

- If your GPA is less than the recommended 3.5 use your letter as an opportunity to address why it is low and what you have done to still excel.

- Follow these useful phases in creating your letter:
  - **Phase 1: Plan**
    - Create a timeline and outline of what needs to be done
    - Pick a date you want to have your letter completed by then create different time slots before then for phases 2 -4
  - **Phase 2: Draft**
    - Don’t overwhelm yourself
    - Be creative
    - What sets you apart?
  - **Phase 3: Craft**
    - This is the editing phase
    - Get feedback from other readers
    - Personalize your work
  - **Phase 4: Edit**
    - Proofread
    - Remove flowery language