

## **PREPARING YOUR GRADUATE PROGRAM APPLICATION**

- Environmental and Energy Policy (MS)
- Environmental and Energy Policy (PhD)
- Industrial Archaeology (MS)
- Industrial Heritage and Archaeology (PhD)

The most important components of your application are your resume, statement of purpose, GRE scores, and letters of recommendation.

**Resumes** should reflect your academic achievements, work experience, and accomplishments that would be important to the specific degree and graduate program. What you list on your resume should be tailored to highlight your experience relevant to the program. Include your GPA and GRE scores on your resume. If you completed an Undergraduate Senior thesis or MS thesis, include that along with anything else you have published.

**A writing sample** should be carefully chosen to reflect your best example of clear, analytical, and organized writing for a social science audience. Ideally (but not required) you will have a sample that is related to the program to which you are applying.

**GRE scores** are required. Consider taking these exams again if your scores are more than 2-3 years old, especially if you have completed an additional degree. The Grad School requires GREs be retaken if they are over 5 years old.

**The Statement of Purpose** is a research statement. Your goal is to provide a brief history of your past research experience and the future research you intend to complete. The research statement is the primary way that the search committee determines if your interests and past experience make you a good fit for the specific program to which you apply. Please speak to these key components in your statement:

- Articulate the broader field that you are working within and the larger research questions that you are interested in answering.
- Articulate your specific interest. Give us a specific example of a research project you might pursue during your residency in the program.
- Discuss how you want to approach that project and a question that might guide your work and study. What tools, experiences, and skills have you already developed that would contribute? What additional tools do you want to develop?
- Tell us why this *particular* graduate program is ideal for your chosen research. Be specific! Tell us what courses you want to take and why, and tell which faculty you have an interest in working with and why.

**The Personal Statement** allows you the opportunity to explain your career goals and experiences.

- Describe your specific career goals.
- Tell us how this specific graduate degree will help to achieve those career goals.
- Describe the work, education, research, or personal experiences that have prepared you for graduate study. Give specific examples.
- Explain any discrepancies in your record, such as low grades or standardized exam scores.

**Letters of recommendation** should be from those who have known your academic work and can speak to your strengths. Letters from employers are best used when they pertain to work you have done that is related to the specific program to which you are applying.