

Instructions to Applicant

Vita, Statement of Purpose, Recommendations

VITA

Please format your vita as shown below and address each of the bulleted items listed. In each section, provide dates with the most recent date first.

- **Education and Work Experience**
Describe your education and work history including location, length of service, position, and your work with diverse populations.
- **Professional Development/Training**
List career-related training and professional development programs completed within the past four years. Include the source of training, the duration, and year completed.
- **Technology Training**
Briefly describe your training and experience in information technology including software and telecommunications networks for business, education, teaching, and personal use.
- **Volunteer/Unpaid service**
List and describe any voluntary post-secondary employment and community service experience. Include the name of organization, length of service, and a brief description of duties.
- **Leadership Experience**
Describe specific training and/or experiences you have had as a project leader, trainer or co-coordinator of change initiatives.

STATEMENT OF PURPOSE/LETTER OF INTENT

Begin your statement of purpose with a brief background about yourself. Describe and include examples for each of the bullets below:

- ✓ Why you are interested in the Gonzaga graduate program
- ✓ Describe and give examples of your strengths and what you will bring to the program that will help you as an educational leader
- ✓ Leadership experiences you have had in or out of the school setting
- ✓ Describe and give examples of your personal commitment to working/teaching students, service to others, and advocating for all students
- ✓ Share what you expect to accomplish with a master's degree and your plans once you receive your degree

Letters of Recommendation

Advise your recommenders to touch on these points in the Letter of Recommendation:

- ✓ Describe and give examples of your ability to lead or leadership experiences in the school setting
- ✓ Describe and give examples of your commitment to serving students
- ✓ Describe and give examples of your teaching ability