Letter of Intent instructions:

- Max (no more than): 500 words, Min (no less than): 400 words
- Type letter single-spaced
- Times New Roman using 12 font
- Replace sample information in top right corner with your information, interest and date
- Replace title below Candidate for SGA Secretary with your interest, if same leave as is
- Begin typing letter below addressing the following …

1. Introduce yourself and explain why you have chosen to apply for the specific position in SGA (President, Vice President, Secretary, and Treasurer).
2. Define leadership in your own words.
3. Explain what makes you the right candidate for the position, list any involvement, work, or experiences that you feel can contribute to the SGA position you applied for.
4. What is one thing you would like to accomplish if elected to the SGA?

Candidate for SGA Secretary Fall 2021