

PREPARING AN EFFECTIVE LETTER OF INTENT AND RESUME

Additional Selection Criteria for the Bachelor of Applied Technology Geographic Information Systems (BGIS) Program

The purpose of requesting letter of intent and resume is to ensure that you are making an informed decision about entering into the BGIS Program, and for us to select the strongest candidates possible. Your letter of intent and resume should cover three main topics, with the value of each category in parentheses.

- 1) About you (30 points)**
- 2) About the program and your career goals (40 points) and**
- 3) About industry and occupation (20 points).**
- 4) You will also be evaluated on the quality of the letter of intent and resume (10 points).**

Below is a guideline of what each section of your submission should contain:

1. About you- RESUME (30): Tell us about yourself:

Autobiographical information
Past post-secondary education, both partial and complete
Past work experience, both industry related and non-industry related
Travel experience
Personal interests
What other skills or attributes do you have that would make you a strong student in our program?

2. About the program (40)- LETTER OF INTENT: Visit the SAIT website www.sait.ca and research information about the BGIS program:

Why did you choose the BGIS program?
What are some of your career goals?
How do you think this degree will assist you in accomplishing your goals?
What are your expectations from the program?
What types of courses are offered in the program and which interest you the most?
Have you ever been on SAIT campus or participated in any SAIT programs such as Student for a Day, Information Sessions, Open House, or any other events?

3. About Industry and Occupation- LETTER OF INTENT (20): Find out about the GIS industry:

What experience or knowledge do you have in the GIS Industry?
Please include any career/industry research, work experience, job shadowing, etc...
*Note: if you do not have any direct experience, please further elaborate on the research you have completed.

4. Important information about writing your letter of intent and resume (10):

Organize your information on 1 - 2 pages (each for letter of intent and resume)

Double spaced using the Arial 12 point font and 1" margins.

The report should have a professional appearance.

Grammar and spelling should be checked for errors.

Information should be clear and precise.

Please check your emails regularly. Once your status is "In Selection", you will be contacted to provide your letter of intent and resume. You can also be proactive and send your package to construction.bgis@sait.ca. Make the subject line of your email **Letter of Intent and Resume-BGIS**. Please also include soft copy of your transcript/s.

In summary, the letter of intent and resume package is your opportunity to inform us about you and for you to inform yourself about BGIS, with an end-goal of trying to earn a seat in our program.

Thank you so much for your interest in our program. Good luck!