



Becoming a Candidate: Strategies for Preparing the Statement of Interest

When an interim opportunity is of interest to you, the Statement of Interest (SOI) can be one of the most effective tools in ensuring that you are chosen as a finalist who will participate in the campus visit. The statement is limited to approximately 500 words, and we ask that you comply with this length. Recipients may be reading materials for multiple Registry members, so the Statements need to be concise. We find that when done well, the SOI helps you to stand out. Here are some suggestions for developing an effective statement.

- ❖ Begin with a brief introduction that includes an indication of why you are interested in the position.
- ❖ As you read the announcement, highlight the things that are important to the institution. In developing your SOI, be sure you cover each of these explicitly. For example, if the institution wants you, as an experienced interim to mentor someone, give examples of when you have served as a mentor, and link it to that need; if the institution needs someone who can help to meet enrollment goals, give quantified examples of when you have done so in past positions. This will demonstrate your fit.
- ❖ Do not include information that is irrelevant to the position or institution. Although it may be one of your proudest moments or accomplishments, if you are going to include it, you need to link it to the institution in some manner. Otherwise they will see it in your resume!
- ❖ Be positive in your statements—do not say “I don’t really have experience with x, but....” Choose a positive, “I believe my experience with y and z give me insight into x.”
- ❖ Finish your Statement with a strong conclusive statement, for example: “In summary, I am confident that my experience with similar institutions and my successes in the role of [position] means that I can contribute significantly to [name of institution] in meeting [overall goal, such as enrollment targets, campaign contributions, etc.].”
- ❖ The format is up to you—you can use bulleted items if that seems to work for you, but the bottom line is that your SOI should be easy to read.
- ❖ **MAKE YOUR STATEMENT ABOUT WHAT YOU CAN DO FOR THE INSTITUTION, NOT WHAT THE INSTITUTION CAN DO FOR YOU!**