

# Medical Laboratory Technology



**When writing your letter, make sure you include the following:**

## RELEVANT SKILLS & PERSONAL QUALITIES

- ☐ Have I mentioned personal qualities or skills (e.g., attention to detail, teamwork, communication, problem-solving) that would help me succeed in the program and profession?

## MOTIVATION FOR APPLYING

- ☐ Have I explained clearly why I want to enter the Medical Laboratory Technology program?
- ☐ Did I share what inspires me or why this career is meaningful to me?

## UNDERSTANDING OF THE PROFESSION

- ☐ Do I show that I understand what Medical Laboratory Technologists do and the importance of their role in healthcare?
- ☐ Did I demonstrate that I know what the profession involves (not just “working in a lab”)?

## ALIGNMENT WITH PROGRAM LEARNING OUTCOMES

- ☐ Have I connected my own goals, values, or interests with the learning outcomes of the program (e.g., accuracy, professionalism, patient care)?

## WRITING QUALITY & PRESENTATION

- ☐ Is my letter well-organized, clear, and professional in tone?
- ☐ Did I proofread to correct spelling, grammar, and formatting mistakes?

## ADDITIONAL CONSIDERATIONS

- ☐ College Policy A17 (Application and Admission to College Programs) outlines that the competitive admissions process may take additional factors into consideration. Applicants are welcome to speak to the following factors in their situation, should they apply:
  - ☐ Those from rural and remote communities who intend to return to their community following graduation, and work in health care
  - ☐ Those with demonstrated previous health care work experience
  - ☐ Those with volunteer experience are encouraged to describe their involvement in their letter of intent, including the type of activities, the populations served, and the impact of their contributions

## GENERAL FORMATTING:

- ☐ Font: Times New Roman, Calibri, or Arial
- ☐ Size: 11 or 12 pt
- ☐ Spacing: Single-spaced within paragraphs; one blank line between paragraphs
- ☐ Margins: 1 inch on all sides
- ☐ Length: 1 -2 pages
- ☐ Alignment: Left-aligned
- ☐ File type: Word or PDF when submitting electronically