

## **Guidelines to Writing an Effective Statement of Interest**

Generally, a well-written statement of interest:

- Explains and underscores the motivation to serve on the committee
- Highlights related skills, expertise and strengths relevant to the committee's needs
- Offers specific examples of relevant qualifications
- Demonstrates a clear understanding of the committee's roles, responsibilities and mission
- Provides brief examples that strengthen appointment request
- Details relevant experience with related committees and/or task groups