

## Letter Guide (Alumni Admissions Navigator Program)

Thank you for taking time out of your schedule to share your UWS program experience. Please note the letter template is available for you to use, but we welcome you to modify it as you see fit. If you have any questions, feel free to reach out to us and we will be happy to help.

Alumni Relations Coordinator - [alumni@uws.edu](mailto:alumni@uws.edu)

### General Guidelines

- Letter should be about one-page (single space)
- Less than 750 words

### What to cover in your letter?

- Information about yourself
  - Name
  - UWS program
  - Grad year
  - Current role
- Topics (Select one of the topics below)
  - Talk about your experience in the program and any tips for prospective students, etc.
    - How did the program prepare you for your current role?
    - What were your favorite classes in your program?
    - What resources did you utilize while a student at UWS?
    - Why do you recommend UWS?
    - Why did you apply to UWS?
  - Highlight your practice specialty and what your day to day looks like.
    - How did you choose your specialty?
    - How did the program and classes help you select your practice specialty?
    - How did you find your current job?
  - Journey to your current role
    - What were your plans as you were getting ready to graduate from UWS?
    - How did you get your first internship and/or role?
    - What resources at UWS did you utilize in your job search?
    - What do you enjoy most in your role?
    - What did you wish people would have told you about your current profession?

### Letter Template

Dear prospective student,

Paragraph 1 – intro

My name is (your name) and I am a (grad year) alum of the (program) from University of Western States.  
I am currently (what are you working on / plans for future).

Paragraph 2-3 – Topic you select

As an alumni navigator, I would like to share with you my experience in the program. (please share your experience. Feel free to use the topics above to help you draft your letter)

Sincerely,

(Your Name)

(Grad year) UWS Alum