



**CARCROSS/TAGISH
FIRST NATION**

Capacity Development

Instructions for Writing a Letter of Intent

INSERT DATE HERE

Dear Education Advisory Committee:

PARAGRAPH 1: INTRODUCE YOURSELF

- State your name, clan, and parent's names
- State the post-secondary program and school that you are registering in, the year of the program you are going into and the length of the program
- Explain why you are applying to C/TFN for funding (ex. to supplement what you've already saved for school, assistance with childcare if you are a single parent, financial effects of intergenerational trauma and residential schools, applied elsewhere and didn't receive funding, etc)
- Indicate whether you have received funding from C/TFN in the past for any education/training, and if so, whether you completed the training
- If you are currently employed, indicate your current job and why you are going back to school (ex. are you working on getting a job that pays better or that is in a field that better matches your interest/talents, are you getting training to move up in the field you are currently in, etc)

PARAGRAPH 2: EXPLAIN YOUR GOALS

- What is your end goal?
- Why have you chosen this goal/what has inspired you?
- How do you plan to use your education to benefit C/TFN/to give back to your community/to build and strengthen Indigenous culture?

PARAGRAPH 3: OUTLINE YOUR PLAN TO ACHIEVE YOUR GOALS

- What steps will you need to take to achieve your end goal? (ex. will you need additional training or upgrading, will you need a mentor to coach you, what kind of work experience will you need, are there other experiences you will need under your belt to get you to this goal, will you need job-shadowing?)
- What is your time line for achieving your end goal?
- Indicate the steps you have already taken/achievements you have already made/any obstacles that you have already overcome to get yourself onto the path to achieving your goal (ex. achieved a highschool diploma/GED, completed academic upgrading, completed other relevant training, accessed addictions/mental health supports, accessed a career/academic counselor, saved some money for school, completed job-shadowing in your field of interest, interviewed someone who has the job you want, etc)
- Indicate the supports that you plan to access while in school to set yourself up for success (ex. career/academic counseling, addictions/mental health counseling, a tutor, homework clubs, academic/peer support, etc).
- Indicate the scholarships that you have applied/will apply for in addition to C/TFN funding
- Indicate whether you will be working part time while in school

CLOSING THE LETTER:

- In closing, re-emphasize the importance of your career/education goals in terms of giving back to your community and building/strengthening Indigenous culture and why you would be a good candidate to receive funding for school

SIGN YOUR NAME HERE

TYPE YOUR NAME UNDER YOUR SIGNATURE HERE