



LETTERS TO AN ELECTED OFFICIAL



THERE ARE THREE MAIN COMPONENTS

- Policy Analysis & Research (55%)
- Clarity of Presentation (30%)
- Project Proposal (15%)

CITE YOUR [QUALITY] SOURCES

Any time you cite a fact or figure that isn't common knowledge, cite it.

Be sure to use both primary (personal/ community experience, etc.) AND secondary (books, journal articles, etc.) sources.



IS IT COMPELLING AND CONVINCING?

Remember, having a solid logical argument that ALSO connects to your personal experiences AND the constituents of the addressee is critically important.

USE A RUBRIC

using a rubric is a quick and easy way to assess your work and determine the best ways to improve and edit.

WHAT ABOUT HISTORICAL CONTEXT [OF BOTH THE PROBLEM AND SOLUTION BEING DISCUSSED]?



THERE IS NO RIGHT WAY TO DO IT

Take a look at previous winning letters and project proposals. They may generate ideas about how best to introduce and discuss your issue.

A GOOD PROJECT PROPOSAL = DETAIL-ORIENTED & PROFESSIONAL

It should make sense, be feasible (physically and financially), and (if relevant) should be confirmed with community partners prior to submission.

IMPACT > FRILLS

Its far more important to write a letter that makes a solid impact because it is well written than because you used big words or grand ideas. Less is more and being clear counts.

WHAT YOU'RE DOING - IT MATTERS

It can be easy to get discouraged maybe even consider giving up - but what you are doing takes time, energy, and care and is an important investment in our communities.

Tricia Morgan, Managing Director

COMMUNITY
ENGAGEMENT CENTER
<https://www.pitzer.edu/cec/>

