



THE UNIVERSITY OF TEXAS SYSTEM

Texas Legislative Fellowship Program

Policy Statement Writing Guide

Purpose of a Policy Statement

A policy statement analyzes a specific situation or problem and recommends actionable solutions. It should also clearly explain why the issue needs attention and demonstrates the feasibility of the proposed solutions. The policy statement should also be addressed to an appropriate person in Texas state government with the authority or ability to address the issue.

Style and Tone

A policy statement should be concise and persuasive, aimed at convincing decision-makers to adopt your recommendations. Keep these principles in mind:

- Be brief: Decision-makers have limited time. Present the problem and solutions clearly and efficiently.
- Avoid jargon: Use accessible language while maintaining accuracy. Assume the reader is not an expert in your issue area.
- Be persuasive: Support your argument with credible research and data. Explain why your recommendations are practical and necessary.
- Write in full paragraphs rather than using bullet points. Policy papers should present arguments in a cohesive, narrative form that explains context, reasoning, and evidence. Paragraphs allow you to develop ideas logically and connect them smoothly, which is essential for persuasive and professional policy writing.

Recommended Structure

- Header: To, From, Date, Subject
- Summary: A brief overview of the statement
- Background: Context for the problem or situation
- Recommendations: Proposed solutions
- Conclusion: A clear call to action
- Reference Page: formatted in MLA or APA style

Questions to Consider

- Does the policy statement explain why the issue matters?
- Who will be affected by the proposal?

- Why is this solution better than alternatives or past efforts?
- Have potential drawbacks been addressed?
- How will success be measured?
- Can someone unfamiliar with the issue understand the statement's purpose?

Process for writing a policy statement

- Review examples of policy statements for reference.
- Identify the problem or situation to address.
- Research potential solutions: What has been tried? Why did it fail? Why is your solution ideal?
- Draft your statement.
- Seek and incorporate feedback from faculty, peers, alumni, and program staff

Citation Format

Follow MLA or APA guidelines for in-text citations and a reference list. Online tools can help generate proper citations.

Note: Citations do not count toward the 500-word limit. You may include an additional page for references.

Use of AI Tools in Application Materials

Our Values

The Texas Legislative Fellowship Program values authenticity, reflection, and the unique perspectives that applicants bring to public service. These qualities emerge through thoughtful engagement with complex issues and personal experiences. While AI tools can offer convenience, they cannot replace the critical thinking and self-reflection that this process is designed to draw out of applicants.

Privacy and Security

Be aware that using AI tools can introduce privacy and cybersecurity risks, such as exposing sensitive data or receiving inaccurate outputs. Exercise caution and ensure compliance with institutional policies and applicable laws.

Our Policy

Generative AI may not be used to write, complete, or replace any part of your application materials; all essays and material must be your own work. Limited AI use for editing, grammar, or clarity is permitted, but applicants must disclose this and avoid entering sensitive or confidential information into AI tools.