

Sample Letter of Intent

A letter of intent allows the applicant to demonstrate personality as well as communication skills. A successful letter of intent will be informative, scholarly or professional, and persuasive. It is important to keep the end goal in mind, whether that is a job interview, admission to a school or a business partnership.

A few guidelines for writing a Letter of Intent (very similar to a Cover Letter):

- Font style: Times New Roman, Arial or other very clear and simple style. No fancy styles
- Font size 10-12
- All left Justified (the only exception is your contact info on top - if desired, it can be centered).
- On the very first blank line, enter your contact info. DO NOT put your name with your contact info. This may be 4 or 5 lines depending on how much info you include. Remember, you never want someone to have to spend time trying to figure out how to reach you. Make it obvious.
- Skip 1 line.
- Today's date.
- Skip 2 lines.
- The addressee's contact info -who you are writing to. Again, use as much info as you have available (use my name and the school street address and phone #). When necessary, use the companies or organizations 'about us' link on their website to find addresses and phone #'s. You may make a simple phone call to verify this info is correct.
- Skip 2 lines.
- Begin the body of letter with "Dear Mr." or "Dear Ms." and the person's last name. Then a colon. DO NOT use "Dear Mrs." for women in any situation.
- Skip 1 line.
- Begin the first paragraph. This should be a quick introduction of who you are and what the letter is about. 2 or 3 sentences total.
- Skip 1 line.
- Begin the second paragraph. This is your chance to brag and explain why you are an ideal candidate. Describe your relevant awards, accomplishments, activities, etc... Be confident and passionate. If you don't believe in you, why should someone else?
- If this section becomes very long, you may create a third or even fourth paragraph, but no more. Be sure to skip 1 line between each paragraph.
- Begin the last paragraph. Again, this should be a relatively short statement with a 'call to action'. What do you want? Be specific! Conclude with a 'thank you' statement. 3 or 4 sentences total.
- Skip 1 line.
- Close with a non-personal word such as 'Sincerely' or 'Regards'.
- Leave enough room to physically sign the document with a pen once printed (2 blank lines).
- The very last words should be your full printed name. Sign between closing and your printed name.
- Be sure all of this will fit on 1 side of 1 page. You may need to edit.