**graduate school INTENT LETTER**

Date: February 28, 2022

To,

[ATTN]

[ADDRESS]

[POSTAL CODE]

[COUNTRY]

Subject: Application for Master’s Degree in [Research Field]

Dear [Mr./Ms. Last Name],

It is with much pleasure that I submit my application for a master’s degree in [Research field] at [University/College]. I am particularly interested in program at [University/College] because of the extensive research that professors Smith and Jones have conducted in [Research field].

At present, I am completing my Bachelor of Science in [Research field] at [University/College], and I look forward to continuing my education in the pursuit of a career in […].

During my Junior and Senior year, I worked with [Research field] conducting research on the relationship between personality and addiction. I also had the opportunity to gain first-hand experience of the counseling process during my internship at the [Organization]. I believe that these experiences have prepared me for graduate school and make me a good fit for your program.

Thank you for your time and consideration. Please contact me if there is anything else, I need to provide. I look forward to speaking with you further in the future.

Thanking You. Yours sincerely,

[SIGNATURE]

[FORMAL NAME]

Enclosed:

* graduate school application
* statement of purpose
* CV
* writing sample

 **Graduate School Application Cover Letters:**

Paper applications and supporting material sent via the post to graduate schools require cover letters. Cover letters should be approximately 1-2 paragraphs and contain:

1) What is enclosed in the envelope and why. Do not make the reader guess why you are sending the following materials. State what program you are applying for and for what year/semester.

2) Tell specifically how you heard about their program. Write if their website impressed you, if it was a family member, friend, advisor, faculty, recruiter or mentor. It is appropriate to mention the name of that person in the cover letter, especially if it is a recruiter or someone who works in that program.

3) Convince them to really take a look at your application. Make sure the cover letter is well written and targeted for that program. The department website is a great way to incorporate the main points and goals of that program,

4) Take the opportunity to really show them your attitude. Success in the application process is 80 % attitude. The cover letter should state how excited you are about the prospect of becoming a student in the graduate program.

5) Provide or refer to any information that you would like to highlight about your application or anything you feel you were not able to mention in your application. Work and on-hand experience are great points to focus on.

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*The information in this document is designed to provide an outline that you can follow when formulating business or personal plans.*

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