***Sample Letter of Intent for Graduate School***

​Applicant’s Full Name  
Applicant’s Address  
City, State, Zip Code  
  
DATE  
  
Name of Admissions Officer  
Name of University  
Address of University  
City, State, Zip Code  
  
Dear Name of Admissions Officer:  
  
This letter is to inform you of my interest in the Masters of Science in Environmental Applications Program at Name of University. I have submitted my completed application form with the required documentation.  
  
I hold a Bachelor’s of Science in Environmental Engineering from Name of University, where I graduated cum laude with a GPA of 3.88. I entered the competition for Innovative Methods for Plastic Recycling that is sponsored by Name of Corporation and won first place with a method I invented for treating shredded plastic bags for street resurfacing.   
  
I first became interested in waste management in high school, when I was taken on a field trip to the local land fill. When I learned about the time it takes for many common waste materials to decompose, I realized I wanted to enter the field and focus on quicker and more useful ways of waste management. In order to secure a high enough position to make a difference, I need a graduate degree in the field, and Name of University has the best program in the state.  
  
During my undergraduate years I worked part-time for several waste management companies in the state, including Name of Company and Name of Company. Twice, I was commended and given a financial bonus for innovations I created for disposing of plastic water bottles and recycling broken toys. I wrote two instruction booklets that are still being used today, and have included them with this letter.   
  
I believe that my education and experience make me a good candidate for a graduate degree in your Environmental Engineering Program.  
  
​I have talked to two professors who teach in the program, Name of Professor and Name of Professor. Each encouraged me to apply to the program and believe I can reach my goals with this degree.   
  
If you would like any more information, I would be happy to talk to you or meet you at a time of your convenience. I can be reached at Phone Number or at Email Address.   
  
Sincerely,  
  
Applicant’s Signature  
Applicant’s Name Printed  
Enclosed: Two Instruction Booklets