Sample Letter Of Intent For Graduate School

Linda Crab
125 Silver Streak Road
Camden, NJ, 08030

May 27, 2021

Lisa Cowen
ABC University
4567 College Avenue
New Brunswick, NJ, 08035

Dear Ms. Cowen:

This letter is to inform you of my interest in the Masters of Science in Environmental Applications Program at ABC University. I have submitted my completed application form with the required documentation. I hold a Bachelor’s of Science in Environmental Engineering from First 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 ABC 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 ABC Company and 123 Recycle 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 [323-222-3344] or at [linda@email.com].

Sincerely,

Signature
Linda Crab
Enclosed: Two Instruction Booklets