**Sample Letter of Intent for Graduate School**

Jane Smith  
12345 Heming Road  
Anywhere, Virginia 00000

John Doe, Admissions Director  
University of America  
11111 College Drive  
Anywhere, Vermont 00000

Dear Mr. Doe:

My name is Jane Smith and I am currently a senior at the University of Virginia, majoring in political science. I’m writing to express my interest in the public policy graduate program at the University of America. My outstanding academic record combined with my volunteer activities makes me an excellent candidate for your program.

I discovered your public policy graduate program through the university website. I was immediately drawn to your program, because of the proximity of the University to the capitol and the opportunities for exciting internships offered. Further, the hands-on experience offered by the program will allow me to develop my skills in a real-world environment.

During my time at the University of Virginia, I have made the Dean’s List six semesters. I have also been recognized with a department award for my contributions to the major. As for my volunteer activities, I have participated in working for the political campaign of our House Representative.

I would very much like to discuss your program with you. My phone number is (555) 555-5555 and my email address is Jane.Smith@email.com. I look forward to hearing from you.

Sincerely,  
Jane Smith