**Letter of intent to study in a university**

Admission Officer

(name of company/university)

(address)

Dear \_\_\_\_\_:

The subjects offered by the Master of Arts program in your university have brought in much

interest in me, as I have been longing to study on such an interesting course. UST is known

to be a highly competent learning and research institution and, over the years, has

produced competent and socially responsible professionals and life-long learners. In view

of this, it is my greatest pursuit to further my career through the Master of Arts in English

program in your university and be part of UST’s roll of successful alumni in the future.

I am \_\_\_\_\_\_\_\_\_\_. Currently, I am employed as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in one of the

companies in Manila. I finished my Bachelor of Arts education at the \_\_\_\_\_\_\_\_\_\_(your

previous school) with a degree in English majors in Linguistics on \_\_\_\_\_\_\_(date when you

obtained the degree). Utilizing the skills and knowledge I have learned in my BS degree

such as everyday communication, change and conflict management, social and

organizational learning, awareness-raising and behavioural change, I am confident that I

will like the subjects offered in the Masters program.

One of my future goals is to teach in the academe. Getting a Masters degree will get me

closer to it.

Further, my resume speaks of possessing capabilities from excellent written and oral

communication to having good analytical skills necessary for the intense demands of the

MA work.

Furthermore, it is my intention to apply for the aforementioned MA program in your

University.

Should there be questions and inquiries, kindly refer to my curriculum vitae or you can send

me email through \_\_\_\_\_\_\_\_\_(your email). Or you can get in touch with mobile number

\_\_\_\_\_\_\_\_\_\_(phone number, include the country code plus the area code, especially when

you are applying for studies abroad).

Sincerely yours,

(your name)