**Letter of Intent for Graduate School Sample**

Sender's Address

Date: January 21, 2013

Recipient's Name

Designation

Department

Name of the University

Address

Dear Sir/Madam:

I am writing to you to express my interest to take up graduate studies in your department. I have been aspiring to pursue a Master's degree in Health Informatics at your esteemed university. I have a rich four-year working experience in the health science/pharmaceutical field, and I have soaked myself in measureless perception in the pharmaceutical area over the years. I believe that pursuing the said course in your university will enhance my earlier skills and help me add to my experience.

I completed my Bachelor's and Master's degree in Microbiology in 2009 and since then, have been working at MediCrux, an online drug tracking and clinical analysis database, in various positions. Over the last 2 years, I have been working as a team leader at the firm, and managing a team has helped me enhance my communication skills and master time management. My presentations and ability to deliver my points across the table have been praised by the management and my colleagues alike.

My experience in totality has been extremely enriching and rewarding as I have put in a great deal of efforts in all my endeavors. Sincerity and hard work were the virtues that were inculcated in my character since the beginning, and as a result I never shied away from challenges. Learning on my own and sharing my knowledge with others has been most worthwhile, which I believe will work towards my advantage in the future.

I wish to pursue further education as I believe that learning should be a continuous process. I also believe that my personal qualities and the skills that I have acquired will surely aid me in fulfilling your requirements and hopefully increase my chances of securing a place in your institution.

To conclude, I look to pursue a Master's degree in order refine my knowledge and skills in my areas of interest, and graduate study at your university will be the most rational expansion of my academic pursuits and a major footstep towards attaining my goal of a career as a research professional at an acclaimed organization. I would be thankful if I am bestowed with an opportunity to pursue my study in your institute, and am able to validate your faith in me.

Sincerely,

(your name)