

How do you write a letter of intent?

After you have found a position you would like to apply to follow these steps:

1. **Determine the name and address of the person to receive the letter.** (A quick phone call to the institution or place of business can usually get you the information you need, if you cannot find the info online.)
2. **Write the letter using the** a business format. Make it look professional! (See the attached example) Use a simple font such as Times New Roman or Arial.
3. **Introduce yourself in the first paragraph of the letter.** Include what year you are in school, what school you currently attending (Fairmont High School) and any other information pertinent information. For example, if you are writing to the basketball department of a school, it would be appropriate to mention that you are the captain of your high school basketball team. All of you should mention that you participate in the Geomatics Academy and enjoy learning about Math, Geography and the environment.
4. **Next, describe why you are writing the letter.** Describe how you first learned about the internship or job position and why you are excited about it.
5. **Now it's time to state your credentials.** Tell the reader why he should consider you for this school/program. This can be in paragraph form or a bulleted list of your accomplishments. Be specific and be honest. Here you can mention some of the activities or field trips you took with the Geomatics Academy.
6. **In the following paragraph, say some good things about the school/program.** Flatter the reader, but do not over do it. Describe why you find the position appealing, and how your strengths and interests would be a good fit for the position.
7. **Request a response.** Express your desire for an interview. Make sure that you include all of your contact information in the letter so you can be contacted for the interview.
8. **Finish the letter with "Sincerely," and your signature** (if this is done through an email you can just type your name).
9. **Length.** Keep the letter to one page in length.
10. **Proofread.** Look out for misspelled words or typos.
11. **Revise and let others see it.** Show your letter to someone else to proofread. (Marty and Liz at today's activity!) Make changes if necessary.

You can also email your letter of intent to be proofread if you decide to do another one at a later time: My email: ecarro4@students.towson.edu (Liz Carroll)

12. **Make a copy of your letter before sending it.** You can use this letter of intent as a template for future letters to other potential positions.

April 20, 2010

Mr. John Smith
123 Jopping Rd.
Houston, TX 58796

Dear Ms. Smith:

My name is Mark Colburn and I'm a senior at Fairmont High School. I've made the honor roll every semester, and I'm writing to express my interest in your position at the National Museum of Natural Science.

I learned about the Office of Development Internship position at the Smithsonian National Museum of Natural Science through the Geomatics Academy Internship Finder Service. When I saw the many internship opportunities offered through the Smithsonian National Museum of Natural Science, I researched more about what the program had to offer. This position caught my eye and I believe would be a great fit as I am looking ahead to pursuing a college degree in Business Administration. The opportunity to learn about administrative duties in the development office, combined with the Museum's highly regarded research ideals, makes the Office of Development internship position exceptional place to expand my knowledge.

I would like to discuss this position with you over the phone. My phone number is 555-5555, and my email address is student@writeyouremailhere.com.

Sincerely,

Your name