

THEME 1 FUTURE JOBS WRITING SKILL

A. Complete the letter of intent using the words

goal / confident / convinced / participated / process / interest

People need to provide a letter of intent for many different reasons. This letter is required for school applications, particularly graduate school, and other business, professional and personal purposes. This piece of any application can be one of the most important parts of the 1. _____ The letter allows the applicant to demonstrate personality as well as communication skills. A successful letter of intent is informative, professional, and persuasive. It is important to keep the end 2. _____ in mind, whether that is admission to school or a business partnership.

Here we have a sample letter of intent for a graduate school:

[Name]

[Address] / [Phone] / [Email]

Dr. Merrill Yates

Dean of the College of Graduate Studies / Arizona State University

Dear Dean Yates,

I am writing to inform you of my 3. _____ in the Master of Science in Mechanical Engineering Program at Arizona State University. I have submitted my application with applicable documentation.

I currently hold my Bachelor of Science in Mechanical Engineering from Washington State University (WSU), with a GPA of 3.76. While attending WSU, I 4. _____ in The American Society of Mechanical Engineer's Lighter than Air UAV competition, scoring third place with a team of fellow student engineers.

I developed an interest in engineering and technology in high school while I was attending the Aerospace Science and Technology program at Rainier Beach High School. During my time in the program, I learned a great deal about the interworking of engines and airfoils. This experience 5. _____ me to apply to the Aerospace Engineering program at WSU. This program allowed me to study many different subjects including physics, aerodynamics, mathematics, and fluid dynamics.

Given my education and experience, I am 6. _____ that I am an excellent fit for the ASU MSME program. I have researched the program and determined that the coursework and research profile of the college are a strong match. If you have any further questions, please contact me using the information at the top of this letter.

Respectfully,

John Smith

B. What are your plans for the weekend?