**LETTER OF INTENT**

*FOR SCHOOL POSITION*

[MM/DD/YYYY]

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, ZIP]

[RECIPIENT NAME], [RECIPIENT TITLE]

[SCHOOL NAME]

[SCHOOL STREET ADDRESS]

[SCHOOL CITY, STATE, ZIP]

Dear [RECIPIENT NAME],

[INTRODUCE APPLICANT & STATE INTEREST IN SCHOOL POSITION].

[DESCRIBE EDUCATION/QUALIFICATIONS, WORK EXPERIENCE, & MOTIVATION].

[EXPRESS ENTHUSIASM & GRATITUDE, & CONCLUDE LETTER].

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)

[Signature]

[APPLICANT PRINTED NAME]

[Print Name]