

FORMAT FOR LETTER OF INTENT

Your Full Name
Street Address
City, State Zip

Date

Name of Your Career Academy Dean
Southridge High School
9625 SW 125th Ave.
Beaverton, Oregon 97008

RE: CAREER ACADEMY

Dear Mr./Ms. _____,

* Describe your research to date, your project idea, why you chose the project and how it is challenging for you. "I hope to complete a ...;" I intend to create a...;" I'm interested in investigating..."

* Discuss your mentor – either the actual mentor who will be helping you or describe what qualities and qualifications your ideal mentor would have (and what you have done so far to find one and/or how you plan to search for one).

* Outline the basic timeline for your project including an estimate of how long it will take you to complete it.

*Discuss your plans for your Career Related Learning Experiences (job shadows, internships, guest speakers).

* Conclude your letter with a description of how this project will impact you, the school and the community.

Sincerely,

(Your Signature)

Your Name

Your Email address
Your Advisory Teacher
Your Counselor