Graduate Letter of Intent Template

**[Your Full Name]**  
[Your Address]  
[City, State, Zip Code]  
Email: [your.email@example.com]  
Phone: [(###) ###-####]

**[Date]**

Admissions Committee  
[Department Name]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to express my intent to apply for the [Master’s/Doctoral] program in [Program Name] at [University Name]. I am enthusiastic about the opportunity to further my academic and professional journey in your esteemed institution and believe that this program aligns closely with my interests and long-term goals.

During my undergraduate studies at [Your Undergraduate Institution], I pursued a degree in [Your Major], where I developed a strong foundation in [mention specific relevant subjects or skills]. My interest in [field or subject] deepened through experiences such as [mention internships, research projects, courses, or presentations]. These experiences inspired me to pursue graduate-level education to deepen my knowledge and contribute meaningfully to the field.

I have actively sought opportunities to build practical and research skills. For example, I [describe an internship, lab experience, thesis, teaching assistantship, or volunteer work]. These roles helped me develop [mention specific skills like data analysis, critical thinking, lab techniques, etc.] and clarified my academic direction.

[University Name] is an ideal place for me to grow as a scholar. I am particularly interested in the work of [mention specific faculty member, lab, or research focus], as it closely aligns with my academic and professional interests in [mention a specific topic, issue, or research area]. The program’s emphasis on [mention a feature like interdisciplinary study, fieldwork opportunities, or access to specific labs/facilities] strongly supports my goals.

In the long term, I aim to [briefly describe your career or academic goals]. I am confident that your program will equip me with the necessary knowledge and tools to contribute to this field and make a meaningful impact.

Thank you for considering my application. I am excited about the opportunity to bring my passion, experience, and dedication to your program, and I look forward to the possibility of contributing to your academic community.

Sincerely,  
**[Your Full Name]**

*ZellaTemplate.com*

Graduate Letter of Intent (Sample)

**Emily Thorne**  
123 Greenview Lane  
Portland, OR 97201  
Email: emily.thorne@email.com  
Phone: (503) 555-7890

**Admissions Committee**  
Department of Environmental Science  
Western State University  
789 University Blvd  
Seattle, WA 98101

**July 16, 2055**

Dear Members of the Admissions Committee,

I am writing to express my enthusiastic intent to apply for the Master of Science in Environmental Science program at Western State University. With a Bachelor’s degree in Biology and a strong foundation in ecological research, I am eager to advance my knowledge and contribute to meaningful solutions for climate resilience, sustainable resource use, and biodiversity conservation.

During my undergraduate studies at the University of Oregon, I developed a deep interest in environmental systems and their vulnerability to climate change. My coursework in ecology, environmental microbiology, and climate policy laid the groundwork for my passion. However, it was my two-year involvement in a community-based research project, examining the effects of urbanization on native pollinator populations, that solidified my commitment to pursuing a career in environmental science. I co-authored a research poster that was presented at the 2024 Northwest Regional Ecology Conference, which sparked my interest in interdisciplinary collaboration and science communication.

Throughout my academic journey, I have pursued experiences that prepared me for graduate-level research. As a summer intern at the Oregon Department of Environmental Quality, I supported watershed monitoring efforts by analyzing water samples and compiling data reports. I also served as a teaching assistant for the “Principles of Ecology” lab, which enhanced my skills in mentorship and scientific instruction. Additionally, my senior thesis focused on the impact of pesticide runoff on aquatic invertebrate communities, and I am currently revising the manuscript for submission to the Journal of Environmental Biology.

Western State University stands out to me for several reasons. First, your faculty’s research on wetland restoration and climate adaptation strategies closely aligns with my research interests. In particular, Dr. Karen Mendoza’s work on sustainable watershed management resonates with my long-term goal of contributing to evidence-based policy in environmental protection. I am also excited by the availability of the Pacific EcoLab, which offers robust field research opportunities that would be essential for my graduate training.

My academic goal is to deepen my understanding of environmental systems and policy implementation, with a focus on community engagement and equitable resource management. Ultimately, I hope to pursue a career as an environmental analyst or conservation planner, working with public agencies and NGOs to develop practical and inclusive sustainability strategies.

I believe that my academic background, research experiences, and passion for environmental stewardship make me a strong candidate for your program. I am committed, driven, and prepared to meet the demands of graduate-level work. I would be honored to contribute to and grow within the Western State University academic community.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to your program.

Sincerely,  
**Emily Thorne**