

LETTER OF INTENT

Date: _____

To: Department of Human Resources

From: _____

(Name)

(Site)

(Telephone)

A position entitled _____

(Title of Position from Posting)

was posted at school sites, and I would like to apply for this position.

Please consider this as my letter of intent to apply for the position of

_____ at _____

(Position Title)

(Site)

for the 20__ - 20__ school year.

(Signature)