**Letter of Intent Example Template**

Below is a letter of intent example using the best practices above. Use this sample as a starting point for your letter of intent:

To Whom It May Concern,

My name is Jen Woo. I’m a recent college graduate from the University of Wisconsin with a B.A. in Journalism. WritersPress has a truly impressive portfolio of work with an honorable mission to write for all people, no matter their background. Please consider my request for employment on your writing team.

During my time at the University of Wisconsin, I studied different aspects of journalism and copywriting, including APA-style editing, long and short-form web content, editorial writing, and human interest writing. I also took courses on content marketing, including search engine optimization and search engine marketing. I completed all coursework with a 3.85 GPA. During my time as an undergraduate, I also worked as a staff writer for the University of Wisconsin student newspaper and interned with several local newspapers as a copywriter. During my free time, I also earned income as a freelance writer for several blogs.

As WritersPress, Inc. focuses heavily on high-quality web content, I believe my skills and experience will make me a valuable part of the team. Should WritersPress, Inc. be in the market for new copywriters, please consider me for any entry-level writing positions that become available. I am also including my resume, which has more details regarding my skills, experiences, and interests.

Thank you for your time,

Jen Woo