**Sample Letter of Intent**

May 12th, 2020

To Whom It May Concern:

I am writing this letter of introduction to give you an idea of my career goals, how I plan to achieve these 'pals, and why my search is the right one for me.

This year I am a junior in high school, completing my vocational course in Business Education. Future Business Leader of America (FBLA) has given me good leadership abilities; it has taught me how to take full responsibility and be ambitious. I have been working with computers since I was ten years old. I feel I have taken the first steps toward achieving my goals, but I know I have a long way to go. I plan to major in Business. I will accomplish this by going to Ro Hondo Junior College for two years and finishing my degree at a four-year college. I don't know exactly which job I want but I do know that I like the business field; I want a job in the business field that involves working with people and offers opportunities for promotion.

Your company offers an employee exactly what I am interested in pursuing. I, in turn, have many of the qualities that an employer looks for. If you hire me to work for your company, I will prove to be an asset, an employee who is hard-working and self-motivated.

Please review my application and resume and contact me as soon as possible with your decision,

Sincerely yours,

Name