Sample Letter of Intent

December 1, 2001

Roberta Casey ***your name and address***

100 Jones Street

Carson City, NV 89702

Advisor: (Name)

Teacher: (Name)

Carson High School

1111 North Saliman Road

Carson City, NV 89701

Dear (Advisor’s Name): ***your advisor’s’s name followed by a colon***

My senior project will be focused around art, an area that I am really interested in. For many years now, I have been interested in abstract art and abstract artists such as Pablo Picasso and Vincent van Gogh. I have little experience working with art, but I think that I have enough experience to do this project. When I was in fifth grade, I took an after-school art class, and since then, I have painted and drawn on my own. Also, I am involved in the Art Club here at school, and I expect that this assignment will help me to further develop my skills and interest.

For my Senior Project I will teach an art class for two hours after school every Friday for my project. During this time, I will create my own lesson plans and help students prepare and present an art gallery of their own work. Teachers and parents will be invited to view the students’ work. There will be some costs associated with this project in terms of both time and of money. I know I will spend at least 25 hours working with the students, and there will be more time involved with preparing for the classes. Costs will depend on how much in terms of money and supplies I can get donated.

I definitely understand what plagiarism is and its consequences. Plagiarism is not only the act of copying others’ work and claiming it as my own, but it is also an act that destroys the entire concept of hard work, pride, and individuality. To risk an F on this project and not graduate is not worth it. I want my students, now and in the future, to remember me because I was a good teacher who helped them learn to appreciate art and life, not because I was a liar and a thief.

Sincerely,

 ***your signature***

Roberta Casey ***your name***

Advisor Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_