

Below are the content requirements for your Letter of Intent. Make sure that you include all of your necessary personal information, and most importantly address all of the questions listed below in paragraph form. Paragraphs should be single spaced, with a space between each paragraph.

Letter of Intent Template

Andrew Dragon
4321 Broadway
Sonoma, CA 95476
(707) 867-5309

September 1, 2015

Mr. Mentor
Mentor's Address
Any Town, CA 95476

Dear Mr./Mrs./Ms. Mentor:

Paragraph 1 – Introduction

- Describe the general area of interest of your Senior Project.
- Explain why you chose this overall area of interest.
- Describe what you already know or have done which will help you with your knowledge base.
- Indicate what your learning stretch will be and how you will be challenged. Remember, a learning stretch requires students to challenge themselves and try something out of their comfort zone, while at the same time demonstrating depth of acquired knowledge and learning. Students shall demonstrate that their Mentor-supervised activity bridges the gap between previous knowledge and new knowledge.
- Make sure you capitalize Senior Project.

Paragraph 2 – Mentor-supervised activity

- Begin with a transitional sentence such as, "The Mentor-supervised activity I have chosen to do for my Senior Project topic is," and then describe what you will be doing.
- Describe the activity in specific terms: *What is it? Who or what is involved? What exactly will you be doing? What is the potential cost? How you will pay for it? How much time will it take? Will you need time off from work?*
- Explain what the final outcome, product, or demonstration of your Mentor-supervised activity will be and why you think you will be able to complete it. In order for your Reader to approve your activity, you must have a demonstrable outcome or final product.

Sincerely,

(your signature goes here)
Andrew Dragon

Approved:

Advisory Teacher Signature

Mentor Signature