

Letter of Intent Format

Your name
Your Street Address
Town, State Zip
June #, 20## (or any date prior to this due date)

Your Advisor's first and last name (correctly spelled) Champlain Valley Union High School
369 CVU Road
Hinesburg, VT
05461

Dear Mr. / Ms. (your Advisor's last name):

Paragraph One:

Describe the subject area of your proposal in both general and specific terms. Share your motive for choosing this topic.

Paragraph Two:

Explain how this project is **new** learning for you. (If you have already done extensive work in an area, you must show how your project is new learning...or you may be asked to pick a new topic).

Paragraph Three:

Explain the essential questions (2-3) you have that you plan to answer as a result of your research (both through published work and interviews) and experience. These questions will provide direction for your research paper.

Paragraph Four:

Describe the focus of your research paper. How will your research help you to create your Tangible Product (if applicable) or enrich your learning experience?

Paragraph Five:

Describe which option you have chosen for each of the *three* Grad Challenge component options (refer to the table on Grad Challenge Contract) and why these choices are a good match for your project.

Paragraph Six:

Give the name of your Community Consultant and provide a *brief background* of his/her experience in the specialty area.

Paragraph Seven:

Describe how you will accomplish the Community Learning Experience hours. What will you be doing? Who will be supervising you? When will you start and what will your schedule be?

Paragraph Eight: (if applicable)

State in detail what your Tangible Product will be (if applicable). How is this new learning? Does your Tangible Product have value to others beyond Grad Challenge?

Paragraph Nine :

This is a very important paragraph. First, give the full names of three people you will interview and why they are your best choices. This does not have to include your Community Consultant. You do not need to call them prior to including their names in this letter. What is their experience with the

subject area? Second, list the titles of at least three resources which you will use in your research. Not all can be a websites. Work with the CVU library staff for help.

Paragraph Ten:

Explain what you will be doing for your presentation. Do you anticipate using an audio/visual aid? If so, what would that be?

Yours truly,

sign your name (The letter needs your handwritten signature; it cannot be emailed to your Advisor.)

type your name

Submit this letter with your signed Grad Challenge contract to your Advisor for approval. Be sure all sections are completely filled out and legible.