**Letter of Intent (LOI) Template Sample for Guidance**

Here’s an example of a sample letter of intent to guide you to write an effective letter.

To whom it may concern,

My name is David Mason. I am a fresh graduate from New York University with a Bachelors in Journalism. Dreamers Press holds a profoundly outstanding collection of work with a righteous goal to write for every individual regardless of one's background. I would like for you to take my request to work in your writing department into consideration.

Throughout my time at the university, I learned various facets of journalism & copy-writing, consisting of APA format, article writing, reviews, news, column & feature writing. I chose elective content marketing so I could learn about search engine optimization & search engine marketing. I finished my degree with a GPA of 3.78. While I was doing my degree, I was part of the student newspaper writing team & I worked part-time for a few newspapers as a copywriter. During spring & summer breaks, I worked online as a paid article writer.

As Dreamers Pressworks specifically on generating fine quality of content, I trust that my expertise will make me an integral member of your company. If there is an entry-level vacancy available please do take my letter into consideration. I am attaching my CV so you can go through my personal details, education, & other skills.

Thank you for your time,  
David Mason.