Co-op Letter of Intent

The letter of intent is meant to demonstrate your suitability for the Cooperative Education Program. It is a very important factor in your admission decision and taken into strong consideration during the evaluation process. The strength of your application is based on a number of factors including basic writing skills, spelling, grammar, format, and completeness.

Here are the main ideas which you need to consider in your letter of intent:

- Maximum 2 pages single spaced
- Professional business letter format (look online for sample business letter formats if you are unfamiliar)
- Basic writing skills, spelling and grammar are a reflection of your attention to detail
- Poor written communication skills could result in your application not being considered
- List your professional career goals and explain how you plan to achieve them and how Co-op fits with your goals
- Your letter must provide evidence that you have a clear understanding of the Co-op program policies and processes (include important details about the program)
- We expect that you have read through the website including the Information for Prospective Students
- Note that your letter of intent may be addressed to Mr. Dale McNeely, the Director of Business Career Services & Cooperative Education Program

IMPORTANT: The letter of intent MUST be an original work, written by the applicant without assistance.