

Letter of Intent

The Letter of Intent is a one-page personal statement that helps the admissions committee understand your interest in the program, relevant experiences, and suitability for the teaching profession.

Requirements

Your letter must:

- be a maximum of one page
- be typed
- use a professional font (e.g., Arial, Calibri, or Times New Roman) in 11- or 12-point size
- use standard margins and a clean white background
- include your signature
- follow a professional letter format

Submission in PDF format is **preferred**.

Please do not include:

- headers or footers
- decorative graphics, drawings, or images
- coloured backgrounds

Content

Your letter should address:

- your motivation for pursuing the program
- your interest in your selected Broad-based Technology Area
- relevant educational, professional, and/or community experiences, without repeating your résumé
- skills and qualities that will support your success in the program and profession
- your understanding of the role of a technological education teacher

Organization

Your letter should be concise, clear, well organized, and reflect professional written communication skills using appropriate grammar, spelling, and punctuation. It should include:

- your name and contact information
- the date
- a greeting/salutation (e.g. "Dear Technological Studies Admissions Committee")
- clearly organized paragraphs
- a closing and signature

Letter of Intent – Sample Template

Your Name

1234 MY Street

City, Province, Postal Code

Date

Dear Technological Studies Admissions Committee,

Introduce yourself, your background, and your reason for applying.

Highlight relevant skills, experiences, and accomplishments without repeating your résumé.

Explain how your background connects to technological education and provide specific examples where appropriate.

Conclude by explaining why you are a strong candidate for the program and thank the committee for their consideration.

Sincerely,

Your Signature

Your Name

Email Address

Phone Number