

## **Kennedy Career Enhancement Series Letter of Intent Example**

This letter of intent is from a student who was reaching out to a pharmacy organization, Phi Lambda Sigma (PLS), about the opportunity to serve on a national committee. Below is helpful background information for those who may be unfamiliar with PLS and provide more context for this example.

PLS is the pharmacy leadership society which aims to promote the development of leadership qualities. They are actively looking for students and alumni to serve the society through committees. While they seek committee members, an individual might not know which committees they will be selected to serve on. In this scenario, and similar ones, a letter of intent is beneficial to express interest in serving without focusing on one specific role. Below is an example letter of intent for a pharmacy student to serve on any committee within PLS.

To help write the letter, the student used the PLS website including their About Us, Committee Chairperson, and Serve the Society pages. Additionally, they spoke with the PLS chapter advisor and PLS alumni who have served on national committees to help affirm their desire to serve on a national committee.

To provide a realistic example of a letter of intent that fits on one page, please scroll to the next page for the example.

**Garnet Gamecock**  
715 Sumter Street  
Columbia, SC 29208

Header here matches hypothetical student's CV header

August 20, 2019

PLS President Name  
Phi Lambda Sigma President  
40 Bailey Lane  
Uniontown, PA 15401

Ensure it's addressed to the appropriate person. It's generic here because it's an example

Dear PLS President,

My name is Garnet Gamecock and I am a third-year pharmacy student attending the University of South Carolina College of Pharmacy. If you should know one thing about me is that I am passionate about serving others through identifying their potential and helping them reach it. I hope to communicate my passion for serving Phi Lambda Sigma on a national committee and why my past experiences make me a qualified candidate.

Shows goal of serving a committee but not specific; could have covered more about why PLS & their values

List specific role; it's generic here to protect student identity

After initiation into Phi Lambda Sigma, I was elected to a leadership position of the Zeta Chapter. Through that role I served as the chair for our leadership development committee which sought to enhance leadership development opportunities for students in our college through innovative new events. My fellow members and I helped revitalize our PLS Seminar Series; four 45-minute seminars that focused on various professional development and leadership topics. Our seminar topics focused on networking skills, conference attendance tips and tricks, how to wow with a presentation, curriculum vitae best practices and the value of a personal brand. My meaningful experience in our PLS chapter locally gave me the desire to become more involved in PLS nationally. Last spring I served as our chapter's House of Delegate representative. Then, I attended the PLS Student Leadership Retreat where I was able to meet so many other passionate PLS members from across the country. These experiences and the connections I had made exponentially increased my desire to serve PLS nationally and have the opportunity to inspire other PLS collegiate members to serve nationally.

Discusses involvement at local PLS chapter and prior experience

As a PLS committee member I hope to continue the great success of the current committees. Specifically, I want to grow communications with student members and alumni and develop new opportunities for our members to connect. If given the opportunity, I would like to create leadership development tools, webinars and resources for our chapters and alumni to utilize and continue to think of ways to enhance our organization. At the end of the day my desire is to help equip pharmacy students and pharmacists with all the tools they need to be the best leaders they can be so that they can serve others.

Discusses goals the committee can help them achieve

I feel that my experiences, when combined with my passion for developing others and providing opportunities for students and pharmacists, makes me a great candidate to serve on a committee. I appreciate your consideration and hope to further serve Phi Lambda Sigma.

Sincerely,  
Garnet Gamecock

Missing a written signature (which is preferred) but appropriately doesn't include contact information since that is provided in the header

Shows gratitude for consideration but lacks a true call of action such as "I look forward to hearing from you."

Can consider removing "I feel" or statements such as I know, I believe, etc. to sound more confident