



The letter of intent is a writing sample that should be typed, no longer than one-page in length, and addressed to the Program Director, Dr. Andrea (Penny) Spencer. Please respond to both sections below when writing your letter of intent.



Note: The fastest and easiest way to submit your letter of intent is to upload it to your student status page at <http://apply.usj.edu/apply>. If you prefer, you may also email, fax, or mail your letter of intent using the contact information at the bottom of this sheet.

Section One: Personal Statement

Provide a detailed description of your working environment, including the district, school, your current position, the number of years of experience you have, any certification(s) that you hold, the type of access you have to students, and the availability of a classroom in your regular position.

Section Two: Letter of Intent

Using the background information provided in Section One, please address a minimum of two of the following three options:

1. Establishes your desire for the degree and articulate why you have selected your specific program
2. Identifies the strengths that you would bring to the program (e.g. credentials, experience)
3. Explains how you envision using your training and knowledge in the future

Please submit your Letter of Intent [online](#), by email, by fax, or by mail:



University of Saint Joseph
Office of Admissions
1678 Asylum Avenue
West Hartford, CT 06117



(800) 504-7618



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