

# First and Last Name

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February 11, 20xx

Dr. First Name Last Name, Dean  
Maxwell School of Business  
Williams University  
Williams, MA 23456

Dear Dr. Last Name:

I am writing to apply for the Master of Business Administration program at Williams University beginning fall 20xx term. Having reviewed the course outline in detail, I find a solid parity between what your program offers and my professional interests in business and technology.

Last May, I obtained a bachelor's degree in Business Administration with a concentration in Management from St. Bonaventure University. I achieved academic success throughout my studies as evidenced by my graduating GPA of 3.6, as well as membership in two business-oriented honor societies.

During my junior year I worked as an intern for ABC Company in their human resources division. Through this experience I gained a solid understanding of the many facets of the human resources function within a large company and was honored to be recognized by the division manager as *Intern of the Quarter* for outstanding professionalism, as well as my specific contributions to a project involving benefits administration analysis.

In addition to my relevant education and internship, I actively engaged with my campus community serving as both a Resident Assistant for the Student Affairs division and a Student Ambassador for the Office of Admissions. In both of these roles, I demonstrated excellent communication and teamwork abilities and had a direct impact on student recruitment and retention.

Both my academic and professional accomplishments confirm that I am well prepared to meet the challenges of your MBA curriculum and that I will be a credit to your institution, both as a student and a graduate. All required documents, including previous transcripts and reference letters from college instructors and supervisors are enclosed with this letter. If there are any other documents or information that you need to process my request for admission to your university, please feel free to contact me at the cell number or email address noted above.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

First and Last Name

Enclosures

# First and Last Name

12 Elmwood Ave., Buffalo, NY 14201

[Lastname15@bonaventure.edu](mailto:Lastname15@bonaventure.edu)

(716) 244-9962

April 3, 20xx

Dr. First Name Last Name, Ph.D.  
Chairperson, Education Development  
University of Buffalo  
Buffalo, NY 14201

RE: Application for Master's Degree in Early Childhood Development

Dear Dr. Last Name,

I am very interested in pursuing a master's degree in Early Childhood Development at the University of Buffalo. After review of many graduate programs and candid conversation with my current faculty members, I believe the one offered at your university is the best fit for me. I am driven by a passion to support and nurture children, especially those most vulnerable, in their emotional, social, and physical development and wellness. Your master's degree program in Early Childhood Development will allow me to achieve my career goals.

Currently, I am enrolled at St. Bonaventure University and will graduate this spring with a Bachelor of Science, with honors, in Childhood Studies. My undergraduate program has grounded me in the knowledge and skills needed for working with children and families in a wide-variety of settings. My coursework focuses on childhood development from multiple perspectives, and places a strong emphasis on program development and collaboration and community engagement.

I have gained valuable hands-on experience in the field through several internships. For the last two years, I have served as a teaching assistant in a community day care center where I work with children identified as special needs or at-risk. Additionally, I am currently a program assistant at a domestic violence shelter in my local community. In this role, I work with women and children in crisis, providing emotional and educational support through one-on-one interaction, educational programming and small group socialization.

I am enclosing my completed application packet along with letters of recommendation for your consideration. I am planning a tour of your campus in May and would appreciate the opportunity to meet with you in person. I will follow up next week to see if a convenient meeting time can be arranged. Should you require any additional information, please contact me via the phone number and email address noted above. Thank you for your consideration.

Sincerely,

First and Last Name

Enclosures