

University Application

(insert your name)
(insert your contact details)

(insert department)
(insert university details)

(date that letter was written)
Dear Professor (insert name),

It is with great pleasure that I am submitting my application for (insert course name) at (insert university name) to begin (insert start date). I am currently studying (insert subject) at (insert school name) with a great interest in the (give details of future plans) field/industry.

To me, continuing my education is crucial because (give details on why it is important to you) and especially with my interest in (enter department name) I wish to keep improving on my skills (enter details). I have recently gained experience within the field of (insert details) by working wor (insert details) and this opportunity showed me (insert details).

It would be an honour to be a part of the department of (insert department name) at (insert university name) as I have seen all the work they have done and am especially impressed by (give information to show you have done research). Not only am I eager to increase my knowledge about this topic which I am passionate about (insert course details), but I also want to be a member of the (insert school name) community and get involved with all the great work that you do.

I appreciate you taking the time to look over my application and enclosed documents. Do not hesitate to contact me if there is any further information that you need. I look forward to being in touch with you.

Yours sincerely,

(hand printed signature)
(insert full name)