

SAMPLE LETTER OF INTENT

(Insert your unit letterhead)

DATE

MEMORANDUM FOR SELECTING OFFICIAL, JOB ANNOUNCEMENT # _____

SUBJECT: Application for Job Vacancy # _____

1. Request consideration for the position _____,
Job Vacancy # _____.
2. [Address specific qualifications you have for the position applied for. Highlight any pertinent information not evident in you application packet. Include applicable civilian experience that may enhance your ability to perform this mission. Be sure to identify anything that you are missing in your packet (i.e. current APFT, NCOERs, etc.) with an explanation as to why].
3. [Identify when you would be available to assume this position and whether or not you are willing to work in more than one location. Provide the best day time phone number to reach you with in order for the Selecting Official to set up an interview.]

JOHN E. DOE
1LT, IN MTARNG
Co D, 1/111th Cav