

Letter of Intent

Each student must send a "letter of intent" and brief resume to the contact person at each of their placement sites.

The letter is intended to:

- confirm the placement
- provide information on the student's background experiences
- address issues of concern (i.e. accommodation, dress code, etc.)

The resume needs to include:

- previous degree, if applicable
- work history
- volunteer history
- past placements
- contact information while on placement (ie. if you don't show up for your placement in the morning, a number the site can call to make sure you are alright)
- e-mail

It is the responsibility of the student to:

- ensure that the letter arrives at the facility four weeks in advance of the placement.

Writing a resume will be covered later in the program.

[LETTER OF INTENT EXAMPLE](#) (click here)