

**LETTER OF APPLICATION TO GRADUATE SCHOOL IN PURSUIT OF A MASTER'S DEGREE**

You may want to send your application with a transmittal letter, such as this one.

July 5, 2007

The American Graduate School  
Of International Management  
15429 N. 59<sup>th</sup> Ave.  
Glendale, Arizona 85306-6003

Dear Sir or Madam:

With the enclosed application and supporting documentation, I am expressing my sincere interest in being accepted into the master of International Management graduate program at The American Graduate School of International Management.

I am extremely well equipped for graduate studies in international business, and I feel certain I could one day become a distinguished alumnus of your fine institution. As you will see from my resume, I already hold B.S. degree in Business and Marketing and I read, write, and speak Spanish fluently. My Spanish Language Skills were refined as an intelligence professional and Spanish linguist in the U.S. Army, and I traveled extensively throughout Latin and Central America working on projects related to making our country safer from illegal drugs and weapons.

In addition to my experience as a military professional and Spanish linguist, I believe my extensive work experience will also help to make me a valuable part of the MIM program. While working in summer and part-time jobs to finance my college education, I excelled in positions as an assistant retail manager, sales representative, and merchandiser and I have also worked in the construction, hospitality, and transportation industries.

As you will see when you read my essay, my goal is to become the chief executive officer of a company doing business in Latin American, and I feel my background thus far, combined with the program of graduate studies offered by the American Graduate School of International Business, will help me achieve that aim. I am committed to helping my community, and I offer an extensive "track record" of volunteer service, which is summarized, on my resume. I feel I would be a credit to the business community because of my strong conviction that the economic necessity to make a profit must be balanced by concern for customers and respect for employees.

I can assure you in advance that I would be a credit to the next entering class and as a graduate. Thank you for your consideration of my application.

Sincerely Yours,

Patrick Knowlton, Jr

*\* From Real Essays for College & Grad School*

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<sup>1</sup> Anne Mckinney Ref., Pg # 74