

### **Letter of Intent – example**

- gives the recruiter the possibility to investigate the writer's background better and understand his / her personality in its distinctive / relevant features;
- from the writer's point of view, such a letter is an additional opportunity to support his / her request with new and strong arguments.

I have decided to apply for the job of economist / statistician since this requires knowledge and skills in both economics and statistics. It is for the first time that I have the opportunity to use my professionalism in both directions.

As a graduate of the Academy of Economic Studies of Bucharest, Faculty of Applied Computer Science, Section of Statistics and Economic Forecasting, I am a specialist in the two fields mentioned above. Besides, the MBA obtained from the University of Manchester, UK, will add significantly in terms of benefits for your company.

I think that this job will give me the chance to use my previous knowledge and to apply new methods in preparing statistical data for various purposes. There are some new trends in statistics and economic forecasting which may help companies to develop adequate strategies for middle- and long-term development. I am already carrying out specific research for my doctoral dissertation and I would be glad to apply it to mining, a field I am also familiar with, due to my work with Dortmund Mining Group.

As you can see from my CV, I have worked in multinational companies and I have developed specific skills, such as adaptability to new cultural environments, ability to work in team, flexibility in thinking. My good knowledge of English and German is a real advantage and IT skills are an essential element of my profession.

My managerial activity has deeply influenced my behaviour in what means full responsibility for work.

Due to all I have mentioned above I do think I am a good match for your requirements.

Dan Dumitrescu

( M.Nicolae ( coord.), *Commercial Correspondence. Developing skills for intermediate students of English*, Bucuresti, Editura Universitara, 2005, p.102)