**TEACHER AIDE LETTER OF INTENT**

[CANDIDATE NAME]

[CANDIDATE ADDRESS]

[CANDIDATE CITY, STATE, ZIP CODE]

Date: [DATE]

[SCHOOL NAME]

[SCHOOL ADDRESS]

[SCHOOL CITY, STATE, ZIP CODE]

Dear [SCHOOL NAME],

[INTRODUCTION, INTEREST IN SCHOOL/POSITION, ASSET TO SCHOOL]

[SCHOOLING, QUALIFICATIONS AND SKILLS, WORK EXPERIENCE, OTHER NOTABLE ACHIEVEMENTS]

[CONFIRM INTEREST AND SCHOOL'S GAIN IN HIRING, THANK YOU, CONTACT INFORMATION]

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)

[Signature]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Print Name]