

LETTER OF INTENT

Your Street Address
City, North Carolina Zip Code

Date (month day, year)

Graduation Project Judges
West Rowan High School
8050 NC Highway 801
Mt Ulla, NC 28125

Dear Graduation Project Judges:

Paragraph #1: Write 4-6 sentences (Introduction/Personal Information)

Do not state your name; it appears at the end of the letter. Do not state your school's name or the grade you are in; the judges already knows these things. You may wish to include your goals, plans, talents, hobbies, personal traits—whatever you can discuss to explain why the Graduation Project you have completed was a good “fit” for you.

Paragraph #2: Write 3-4 sentences (Focus of the Research Paper)

Clearly state your research topic: The focus of my research paper has been _____.
I chose this research topic because _____.

Paragraph #3: Write 4-6 sentences (Physical Product)

Clearly state what your product is: For my physical product, I have _____.
My product has furthered my research and knowledge because _____.
Describe, in detail, the who, when, where, what, why, and how of the product. Explain clearly and in detail how you worked with your mentor. Explain what your mentor did to help you create your product. Provide clear, elaborate details to justify fifteen (15) hours or more of work.

Paragraph #4: (Ethical Statement)

Type this exact paragraph, word for word, as your last paragraph: I understand that I am being held to the ethical standards of research and will be citing others for their words that I use to support my thesis. I will abide by the Ethics pledge and understand that the consequence for plagiarism is a failing grade. I will use the proper MLA citation format in composing my research paper for the North Carolina Graduation Project.

Sincerely,

Sign with your signature in black/bue ink.

Your Name, Typed