<Date>

<Name of member of the board of directors (i.e. the vice president of your first choice department)>

<Position of that member of the board of directors>

UP Career Assistance Program 2020-2021

University of the Philippines, Diliman

Good day!

I am writing this letter to state my intent to apply for the position of <Officer/Associate Director/Special Actions Coordinator> for the <First choice Department>.

<Why you chose UP CAP>

<What do you envision for the department>

<Why do you fit this vision, and how can this role aid you in achieving this mission for the department>

<Conclusion>

Sincerely,

<Full Name>