

Your Name
1234 Your Address Dr.
City, CA #####
(408) 555-1212
email@domain.com

To:

Speech Communication Department
Mr. Matt Abraham & Ms. Donna Stasio
De Anza College
Cupertino, CA 95014

Purpose

The purpose of achieving an A.A. in Speech Communications at De Anza College will allow for my exploration within the relationship between interpersonal communication and human resource management, as it pertains to the development of my personal and professional goals, to continue to grow and mature. At the conclusion of the of the Spring 2008 quarter, I will have an enlarged understanding of the knowledge, skills, behaviors and characteristics of an effective human resource manager and have more insight into where my personal attributes, talents and values would fit best in an increasingly diverse, technological and information-based economy.

Summary

I began attending De Anza College in the Summer of 2002 after recently graduating from Palo Alto High School. In my first two years at De Anza, I was a student athlete, but did not maintain a stellar grade point average. From the Winter of 2004 to Summer of 2006, I took time off away from school to mature and straighten out my priorities. In the Summer of 2006, I returned to De Anza College with one goal in mind, to graduate with interests in Speech Communicaiton. Since then, I have progressed into a very confident, driven, and goal orientated student. With the experiences and diversity that De Anza College has offered me, I plan to help continue and inspire other individuals to understand and maintain high levels of effective communication.

Sincerely,

Your signature

Your typed name