

Laredo Independent School District  
Human Resources Department  
1702 Houston St., Laredo TX 78040  
Telephone (956) 273-1008 FAX (956) 795-3205

## Letter of Intent for Employees

Please include a resume.

Date: \_\_\_\_\_

Position: \_\_\_\_\_  
Give position title as listed on job posting one position per letter of intent.

Campus/Department or Location of position \_\_\_\_\_

From: \_\_\_\_\_  
Name Last 4 digits of Social Security Number/ Employee #  
\_\_\_\_\_  
Address Home/Cell / Work Phone (include area code)  
\_\_\_\_\_  
City, State, & Zip Code Present work location and position

Briefly state related experience for position you are applying for:

Employer & Location	Position / Title	Dates Employed Start, month/yr. – End, month/yr.	Type of Work

Check the highest level of education attained:

Not a high school graduate (circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11 12

\_\_\_\_\_ High school graduate \_\_\_\_\_ G.E.D.  
\_\_\_\_\_ Two or more years of college \_\_\_\_\_ Bachelor's degree  
\_\_\_\_\_ Master's degree \_\_\_\_\_ other training or education \_\_\_\_\_

Licenses and certificates held \_\_\_\_\_

(Please provide copies of all diplomas, certificates and licenses.)

\_\_\_\_\_  
Signature

Attach your resume to this letter of intent and submit to the Human Resources Department or fax to  
(956) 795-3205 or E-mail it to [humanresources@laredoisd.org](mailto:humanresources@laredoisd.org) or  
mail to LISD Human Resources Department, 1702 Houston Street, Laredo, TX. 78040

Applicants for Administrative/Professional Positions are advised that reference checks will be conducted prior to interview.