Your Street Address

Your City, State, Zip code

Date of Submission

Dear NAME OF PERSON/COMPANY LETTER IS DIRECTED TO,

I wish to apply for the post of TITLE OF POSITION YOU ARE APPLYING FOR I saw advertised MENTIONED WHERE YOU SAW THE JON POSTING. I am MENTION WHAT YEAR YOU ARE at Arkansas Tech University majoring STATE YOUR MAJOR. I have a long-standing interest in STATE YOUR INTERESTS RELATED TO THE JOB POSTING, and believe that I have the qualities and experience required to be a successful TITLE OF POSITION YOU ARE APPLYING FOR.

My experiences with NAME OF PREVIOUS EMPLOYER have made me realize that I am attracted to NAME OF COMPANY’S INDUSTRY because WHAT INTERESTS YOU ABOUT WORKING IN THAT PARTICULAR INDUSTRY. I am particularly interested in NAME OF COMPANY because WHAT INTERESTS YOU ABOUT WORKING THERE

I have really enjoyed MENTION PREVIOUS SKILLS AND EXPERIENCES RELATING TO THE JOB POSTING. As PREVIOUS JOB TITLE for PREVIOUS EMPLOYER, I DESCRIBE AN ACCOMPLISHMENT THAT YOU REACHED AND THEN EXPLAIN PREVIOUS WORK EXPERIENCE REALTED TO THIS JOB POSTING.

I would welcome the opportunity to discuss my application with you and look forward to hearing from you.

Yours sincerely,

YOUR NAME