NAME

PHONE

EMAIL

LINKEDIN OR PERSONAL WEBSITE

NAME OF ORGANIZATION,

I am excited by \_\_\_\_\_\_\_\_\_’s drive to provide meaningful \_\_\_\_\_\_\_\_\_\_\_. I have found a unique opportunity for a \_\_\_\_\_\_\_\_\_\_ professional, like myself, to add to this profoundly successful and influential organization. Accordingly, I am applying for the opening of \_\_\_\_\_\_\_\_\_\_.

Throughout my studies at Arkansas Tech University, I have honed my understanding of \_\_\_\_\_\_\_\_. Most recently, I found my courses, such as \_\_\_\_\_\_\_\_\_, most beneficial. Through my coursework, I developed key insights into \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In addition, I was part of the university’s \_\_\_\_\_\_\_\_\_\_\_\_. By partaking in this student group, it helped outline my professional skillset in \_\_\_\_\_\_ and \_\_\_\_\_\_\_

In addition to my academic experiences, I have professional experiences that I can bring to the opening of \_\_\_\_\_\_\_\_. Most recently, I served \_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_. In my role, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thus, I am comfortable with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Furthermore, I accomplished \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am eager to bring to \_\_\_\_\_\_\_\_\_\_ my combination of academic and professional skills I have collected from my experiences to ensure success as \_\_\_\_\_\_\_\_\_\_\_.

Should you have further questions, please do not hesitate to contact me at PHONE and EMAIL.

Sincerely,

NAME