YOUR NAME

YOUR PHONE NUMBER

YOUR PROFESSIONAL EMAIL

YOUR LINKEDIN URL OR PERSONAL WEBSITE URL

NAME OF ORGANIZATION YOU ARE APPLYING TO,

I am excited by NAME OF ORGANIZATION YOU ARE APPLYING TO’s drive to provide meaningful DISCUSS THE MAIN MISSION/SERVICE OF THE COMPANY. 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 TITLE OF THE JOB YOU ARE APPLYING FOR.

Throughout my studies at Arkansas Tech University, I have honed my understanding of LIST YOU MAJOR AND MINOR. Most recently, I found my courses, such as DISCUSS THE COURSES YOU LEANRED THE MOST FROM most beneficial. Through my coursework, I developed key insights into SKILLS HAVE YOU ACQUIRED WHILE AT ATU. In addition, I was part of the university’s DISCUSS ON CAMPUS INVOLVEMENT. By partaking in this student group, it helped outline my professional skillset in DISCUSS HOW YOUR ON CAMPUS INVOLVEMENT BUILT SKILLS RELATED TO THE JOB YOU ARE APPLYING FOR.

In addition to my academic experiences, I have professional experiences that I can bring to the opening of TITLE OF THE JOB YOU ARE APPLYING FOR. Most recently, I served as PREVIOUS JOB TITLE at PREVIOUS NAME OF EMPLOYMENT. In my role, I DISCUSS YOUR PREVIOUS DUTIES. Thus, I am comfortable with DISCUSS SKILLS YOU HAVE MASTERED. Furthermore, I accomplished DISCUSS SOMETHING YOU ARE PROUD OF THAT YOU ACHIEVED AT YOUR PREVIOUS EMPLOYMENT.

I am eager to bring to NAME OF ORGANIZATION YOU ARE APPLYING TO my combination of academic and professional skills I have collected from my experiences to ensure success as TITLE OF THE JOB YOU ARE APPLYING FOR.

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

Sincerely,

YOUR NAME