NAME OF CONTACT,

Hello! My name is \_\_\_\_\_\_\_\_\_\_\_ and I am currently majoring in \_\_\_\_\_\_\_\_\_\_\_ at Arkansas Tech University. I have a growing interest in INDUSTRY YOU ARE INTERESTED IN and interested in NAME OF ORGANIZATION THE CONTACT WORKS FOR. If you are free and willing, I would greatly value speaking with you given your background and learn about future opportunities.

Thank you for your time and assistance,

YOUR NAME