Your Street Address

Your City, State, Zip code

Date of Submission

NAME OF PERSON LETTER IS DIRECTED TO

NAME OF COMPANY LETTER IS DIRECTED TO

COMPANY’S STREET ADDRESS

COMPANY’S CITY, STATE, ZIP CODE

Dear NAME OF PERSON LETTER IS DIRECTED TO,

I am writing to explore whether an opportunity might exist to join NAME OF COMPANY as a TITLE OF POSITION YOU SEEK. Having studied YOUR MAJOR at Arkansas Tech University, QUICK EXPLANATION HOW OF YOUR INTEREST IN YOUR MAJOR RELATES WITH YOUR INTEREST IN THE COMPANY. In particular, GIVE A SPECIFIC EXAMPLE OF HOW SOMETHING YOU LEARNED AT ATU HAS DIRECTLY PREPARED YOU FOR THE INDUSTRY THE COMPANY IS SITUATED IN.

My previous relevant work experience includes BRIEFLY EXPLAIN YOUR MOST RECENT WORK EXPERIENCE THAT IS RELATED TO THE COMPANY’S MISSION AND DISIRED POSITION. I also have experience doing EXPLAIN OTHER RELATED WORK EXPERIENCE. The enclosed resume details this experience and my long-standing interest in RELEVANT INTEREST RELATED TO THE COMPANY. I am keen to pursue a career in this field, and feel confident that I would make an effective contribution to your team of TITLE OF POSITION YOU ARE SEEKING. I would welcome the opportunity to discuss any possible openings with you and look forward to hearing from you.

Yours sincerely,

YOUR NAME