

Sample Templates

Sample 1

Hello, my name is _____. It's so nice to meet you! I'm a _____ at The University of Texas at El Paso majoring in _____. Along with my years of experience, I've taken time to focus on _____ by working with _____ to accomplish _____. I find the work at your organization to be _____. I'd love the opportunity to put my expertise to work for your organization. May I get your contact information to set up a quick call next week for us to talk about any upcoming opportunities on your team?

Sample 2

Hello, my name is _____. I'm studying _____ at The University of Texas at El Paso. I'm a member of the _____ and _____ both of which work towards _____. I hope to incorporate my _____ knowledge into a career that is dedicated to _____ and _____. I know that your company/organization is currently doing _____ and know I could be an asset in your company. Would you be willing to provide your contact information so that we could talk more about your company and any available positions in which my skills would be beneficial?

