

**Rawls C. Student**

2102 – B Virginia Drive  
Lubbock, TX 79999  
(806) 555-1234  
rawls.c.student@ttu.edu

Date

Ms. Mary M. Employer  
Manager of Human Resources  
XYZ Company  
1111 Employer Way, Suite 400  
Arlington, TX 78222

Dear Ms. Employer:

I am writing to express my interest in the PDQ position at XYZ Company. After speaking with John Recruiter at the Rawls College of Business Fall 2014 Career Expo I am very interested in this exciting position. My educational experiences at Texas Tech and proven experience in community outreach make me a strong candidate for this role.

In December, I will graduate with a degree in Marketing and a minor in Public Relations from the Rawls College of Business at Texas Tech University. Having coordinated and planned the Alpha Beta Omega Red Hot Chili Cook-off that benefited the Make-A-Wish Foundation, I learned how to motivate others in reaching a common goal. Under my leadership, we contributed \$5,000 for local families; exceeding the previous year's commitment by 80%. In addition, I worked as a marketing intern for the West Texas Rehabilitation Center. I coordinated volunteers for the Texas Ranch Roundup, helped plan a trade show, and wrote copy for various marketing pieces.

While an undergraduate at Texas Tech, I have learned that community outreach is an exciting and fulfilling field. My background in these areas would allow me to contribute significantly to the marketing department of XYZ Company while also gaining valuable professional experience and feeling the fulfillment of the work. My career goal is to ultimately work in development/fundraising and community relations, and this internship would be beneficial in helping me achieve this goal.

I know my skills and education will make me a valuable member of your team and I look forward to bringing my talents to this internship. I look forward to speaking with you further about this position soon. If you have any questions, please feel free to contact me at (806) 555-1234 or at rawls.c.student@ttu.edu. Thank you for your time and consideration.

Sincerely,

Rawls C. Student

**Rawls C. Student**

2102 – B Virginia Drive  
Lubbock, TX 79999  
(806) 555-1234  
rawls.c.student@ttu.edu

October 18, 2014

Ms. Jane Doe, Partner  
Dewey and Howe brokerage, LLP  
1400 Broad Street  
New York, NY 10004

Dear Ms. Doe:

Dr. Alex Hamilton, professor of economics at Texas Tech University, suggested that I contact you. He thought that as an alumna, you would be in an excellent position to assist me with a career decision.

As an economics student, I am exploring which career path to pursue, securities trading, and investment banking work both sound interesting to me at this point, but I want to go into my campus interviews next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as get a better understanding of the day-to-day activities of a broker.

If you are willing to assist me with advice I would love 30 minutes of your time. I will call your office next week to work to set up a short meeting. Should you have any questions or wish to reach out to me directly I can be reached at (806) 555-1234 or rawls.c.student@ttu.edu.

Sincerely,

Rawls C. Student

**\*\*\*This can also be utilized as an email but address block formatting is not necessary. It is ALWAYS beneficial to have someone to make an introduction or a common connection when reaching out to someone for advice.\*\*\***