



# 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?

