

January 5, 20xx

P.O. Box 555
Prairie View, TX 77446
(555) 555-5555

Mr. James Employer
Engineering Division
ANY Corporation
Somewhere, TX 00000

Dear Mr. Employer:

Please accept this letter as an application for the cooperative education position which I learned about through Prairie View A&M University's Co-op/Intern office. The position described sounds like a good match for my skills and abilities.

You will note on the enclosed résumé that I am a junior electrical engineering major with a cumulative grade point average of 3.2. I am a member of the National Society of Black Engineers, as well as Gamma Delta Iota (a social service organization). I am a flexible, dependable team player and am highly motivated to succeed in my chosen field.

Your consideration of my credentials would be greatly appreciated, and I am looking forward to meeting with you to discuss ways in which I could contribute to ANY Corporation. I am available to meet with you at your convenience.

Sincerely,
Wonderful Student
Wonderful Student