Your city, state

Date

Eller College Admissions Committee  
McClelland Hall 204  
1130 E. Helen St.  
Tucson, Arizona 85721-0108

Dear Eller College Admissions Committee:

The OPENING PARAGRAPH should explain: What major you’re applying for, the reason why you selected this major, and how the selected major relates to your future career aspirations.

The MIDDLE PARAGRAPH(s) should: Highlight a specific instance from your co-curricular activities, work experience, and/or accomplishments. You should highlight transferrable skills from a specific experience and explain how those are  
applicable to what you are applying for. Consider the following:

* What have you learned in through the experience you’ve highlighted?
* What transferrable skills have you gained from this experience?
* Summarize/relate how the experience and skills you outline above apply to your major or being admitted to Eller.

Paragraph 2 (Optional): Be sure to diversify this experience and set of skills from the one outlined above in Paragraph 1.  
Choose a different experience and skill set. Consider the same type of content noted above.

The CLOSING PARAGRAPH should:  
Give some compelling yet specific reasons why you should be part of the Eller College. Consider the following:

* What can you contribute to this community? What makes you who you are?
* Sum up how you will be an effective member of the Eller College.
* End with a sentence of thanks. Ex. “Thank you for taking the time to review my letter.”

Sincerely,

Your Typewritten Name