

# Dara Butcher

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**Dear Recipient Name:**

I am currently a student at UA Little Rock majoring in History with a minor in Information Technology. Both these subjects have provided me with a wide set of skills, from critical thinking to problem solving, that prepare me for the workplace. I am interested in becoming [insert position title] at [company/business name].

My experience with [specific skill] will allow me to succeed in this position. While in school I worked part time as a retail associate for over two years. This job taught me valuable customer service skills, and how to work efficiently as a team. This along with my studies have prepared me for a position at your company.

Overall, I would be honored to become a part of your team at [company/business]. Thank you for your time and consideration. If you wish to contact me or have any questions, please email me at [dgbutcher@ualr.edu](mailto:dgbutcher@ualr.edu).

**Sincerely,**

**Dara Butcher**