My name is         and I am a           . For the past     years, I have been                       .  I have strong skills in            . While I was at                    , I \_\_\_\_\_\_\_\_\_\_\_\_ (describe one or 2 strengths and accomplishments.)  Finally, would you please provide some \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (feedback, information, insight, etc.) regarding any positions, jobs, co-ops within your organization?