

VALPARAISO  UNIVERSITY  
ENGINEERING

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MONTH YEAR

Dear First Last,

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OFFICE/DEPARTMENT/COLLEGE  
FIRST.LAST@VALPO.EDU  
219.464.XXXX

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Go Beacons!

**FIRST LAST**  
**TITLE**

VALPARAISO  UNIVERSITY  
ENGINEERING

VALPO.EDU/URL

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