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Miami, Florida 33309
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January 4, 2006

Mr. Johnny Rocket
Director of Jet Propulsion
Acme Aerospace
123 Main Street
Fort Lauderdale, Florida 33301

Dear Mr. Rocket:

In the interest of being considered for the Associate Engineer position that was posted with DeVry University Career Services, I am respectfully submitting my résumé for your review. My research indicates that Acme Aerospace is the industry leader in the development and manufacturing of Aerospace components. The possibility of employment with your organization is an exciting prospect.

My qualifications closely meet the requirements posted for this position. In June, I will graduate from DeVry University's Electronics Engineering program with honors.

I have had the opportunity to develop my troubleshooting skills through practical, application-oriented training and I feel confident in my ability to accurately assess technical problems and develop effective solutions. In my classes, I had the opportunity to give presentations utilizing PowerPoint and I am a member of Toastmaster's International.

As a capstone to my program, I served as project manager on my senior project team and ensured the timely completion of the project deliverables. In addition to my education, I have vast customer service experience in the retail sector. As a result of my dedication, I earned the "Customer Care" award three years in a row.

I would greatly appreciate the opportunity to discuss how I may utilize my education and experience to become an asset to your company. Please do not hesitate to contact me at the number above if you have questions about my credentials or wish to schedule an interview. Thank you for your time and consideration.

Best Regards,

(sign name here)

Ernest T. Electronics
(Resume Enclosure)