

Mary M. Smith
11200 Forrestville Avenue
Chicago, IL 60642
312.456.6666
Marysmith101@yahoo.com

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Mr. James Lincoln
Stirling Engineering Company
345 State Street
Chicago, IL 06443

Re: Engineering Assistant Position – 4/10/09 Chicago Tribune

Dear Mr. Lincoln:

Your company will be facing enormous challenges in the next few years, particularly in terms of increased competition. I would like to contribute my strong set of analytical skills and commitment to engineering to work with you to overcome these challenges. My skills and qualifications match the opportunity you have available:

- B.S. in Engineering from the Miami College of Engineering
- Demonstrated experience in applying advanced technology to solve engineering problems
- Teaching/training experience in Engineering techniques and practices
- Strong written and oral communications skills
- Born in the United States and have US Citizenship
- Willing and able to travel locally, nationally, and internationally; I have a US Passport
- Demonstrated customer service background in several areas

I am very excited about opportunities that exist at your company. I am eager to begin a discussion with you and so I will call your office next week. I look forward to providing any additional information needed to move our communications to the next step.

Best regards,

Mary Smith