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

Dear Mr. Lincoln:

Your company will be facing enormous challenges in the next few years, particularly in terms of increased competition. I noticed that your firm has been competing for major engineering assignments throughout the state of Illinois. In particular, I understand that your next project, the World Towers, will be the largest project your firm has ever undertaken. I would like to contribute my strong set of analytical skills and commitment to engineering to work with you to overcome challenges related to the World Towers project. My skills and qualifications are a very good fit for opportunities at your company. My credentials include:

- B.S. in Engineering from the Miami College of Engineering
- Experience in applying advanced technology to solve engineering problems
- Adept at working with other engineering professionals to develop and train others in the best engineering techniques and practices
- Knowledge of major engineering related software packages
- Excellent oral and written communications skills
- Strong interpersonal skills and collaborative team member
- Great attention to detail
- A self-starter who learns fast

I am very excited about the future of your company. I am equally excited about my ability to contribute to that future. I will call your office next week and I am willing to provide any additional information needed to move our communications to the next step.

Best regards,

Mary Smith