

John Smith

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NAME
COMPANY
ADDRESS
CITY, STATE ZIP

Dear NAME:

I am interested in joining COMPANY as TITLE. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I am a Process Design/Project Engineer with more than 5 years experience. My duties have included project planning, client relations, technical oversight, and quality control. I have been responsible for forecasting costs and managing budgets. My employer and its clients have recognized my ability to deliver projects on deadline without sacrificing quality. This background has given me the ability to adapt quickly to new technologies and industry standards. I am confident that this combination of skills and experience will make me a valuable member of your team.

I offer you the following qualities:

- **Organization:** Establish goals and consistently meet or exceed them by setting priorities and managing time effectively.
- **Leadership:** Take initiative to solve problems and work in a manner that turns clients into partners.
- **Self-motivation:** Approach all tasks with a sense of ownership, dedication, and responsibility in delivering measurable results.

The summary given in this letter and my resume cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

John Smith