

JOE NEWGRAD
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1000 Main Street
Hill Valley, California 90000
(714) 800-8000

February 28, 20XX

John Smith
Engineering Manager
XYZ Engineering, Inc,
4000 State Street
Petaluma, CA 90000

Dear Mr. Smith:

Please accept my enclosed résumé in application for your advertised chemical-engineering position. I am confident that my education and experience have prepared me for the position that you have available, and my unique abilities will enable me to contribute significantly toward your objectives.

When you review my enclosed resume, you'll find that my background includes a recent B.S. Degree in Chemical Engineering along with the following professional and project experience:

- Developing an effective water clean-up plan for a nuclear reservation;
- Evaluating air-pollution control methods according to best-available control technology (BACT) standards and subsequently developing physical and chemical control methodologies;
- Analyzing plant and equipment needs to ensure optimal performance and workflow;
- Accurately and efficiently performing gas chromatography;
- Ensuring compliance with EPA guidelines, environmental regulations, and emission standards.

In addition, you will find me a well-organized, detail-oriented team member with excellent analytical, troubleshooting, and problem-solving skills. I thrive on new challenges, and my innovative approach to systems and improvement, along with my desire to learn, will prove to be an asset to my employer. I look forward to a personal interview to discuss with you how I can best serve XYZ Engineering.

Sincerely,

Joe NewGrad

Enclosure