

EMMYLOU HARRIS

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January 15, 2008

Andrew J. Williams, P.E.
Neill and Gunter
Scarborough Court
482 Payne Rd.
Scarborough, Maine 04074

Notice how she quickly exhibits her knowledge of the company and her reasons for applying.

Then she points to relevant experiences from her résumé and closes with a tactful pitch for an interview.

Note also that this letter includes all required elements in a professional format.

Dear Mr. Williams:

I first became interested in Neill and Gunter when I briefly spoke with you at the engineering job fair here at the University of Maine last semester. I was immediately impressed by your mission to “provide professional engineering services of exceptional value to our clients, through a commitment to quality built on teamwork, cooperation, and continuous improvement.” Your firm’s redesign of the water treatment plant in St. Loman’s marked just one of many projects that sparked my interest. It seems that the top priorities at Neill and Gunter are the principles of exceptional client service, a unique employment relationship and a sense of community. Those priorities would be attractive to any young engineer. Currently, I am a sophomore majoring in civil engineering at the University of Maine. I am considering a concentration in structures, which is why I would like the opportunity to work as an intern in your structural department.

The past summer I worked as an engineering intern at the Portland Water District and worked closely with the design engineers and asset management technicians. While working there I used AutoCAD to create water main renewal plan sets and was trained in GIS and Hansen. Using those programs I tracked and identified service lines and leaks. I used GIS to develop a spatial database to look for a correlation between water main leaks and their proximity to cathodically protected oil lines. I also helped put together bid sheets and specification books for water main renewal projects.

While I am only a sophomore, I have already taken several engineering classes to help me pursue my engineering career. I am currently taking strengths of materials and have taken an introductory course of basic building materials and their properties. I have also taken a computer programming course and a computer graphics course where I worked in Excel Visual Basic, MathCAD, and Microstation. Since completing these courses I work as a teacher’s assistant to show other students how to use the programs. I have also taken an environmental engineering class which taught me the importance of considering the environmental impact of any project.

I am a quick learner and can easily be trained in the use of new programs. My civil engineering classes have taught me the basics of engineering, and I feel Neill and Gunter would be the perfect environment to put my knowledge to use and to gain more experience in the field of structural engineering. Attached is my résumé to provide you with a closer look at my qualifications. Thank you for your time, I look forward to speaking with you soon.

Sincerely,

Emmylou Harris

Emmylou Harris

Encl. Résumé