

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 2, 2009

John Waymen
Timco Engineering
1234 Main Street
Danville, IL 99999

Dear Mr. Waymen:

Recently, I completed a cooperative experience with an engineering firm in Columbus Ohio where I was given the responsibility of managing a small project. I am looking for the opportunity to perform in this capacity for Timco Engineering. I believe my background and experience will help me be an asset to your company in a very short time.

I have conducted survey and mapping assignments, participated in soil mechanics and foundation formation, and performed preliminary structural analysis and design for a super market. I was given the responsibility of producing a general lay-out for a new transportation system. I first surveyed the area, produced a traffic analysis and survey, researched city rules and regulations for compliance, and wrote a twenty-five page report depicting the feasibility of building a new freeway off-ramp. My mathematical skills are excellent and I am very conscientious about meeting deadlines and completing tasks unsupervised. If given the opportunity to accomplish an assignment, I can develop a plan that will meet the needs of the project.

I am very interested in becoming a part of this project after reading your company brochure and an article in the Civil Engineering Journal about your company's involvement in building a new mall in the area. I can be reached at the address and phone number below. I'll be calling your office within ten days to inquire on the status of my application. I look forward to hearing from you.

Sincerely,

John Doe
9000 Hilltop Drive
Columbus, Ohio 99944
(xxx) 123-4567

Enclosure: Resume