

John Q. Student
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March 1, 2004

Person's Name, Title
Company Name
Street Address
City, State Zip

Dear _____ :

As you can see from my enclosed resume, I will be graduating from Vermont Technical College in May with a bachelor's degree in Architectural Engineering Technology. I am seeking a position as a building design professional.

I have had exposure to the three main building-related fields: Structural, Mechanical, and Electrical. My degree gives me flexibility among these disciplines and enough knowledge in each to be competent. I am familiar with load determination and system design for HVAC systems, steel/concrete/wood structural systems, and typical building electrical and lighting systems. I am interested in both new construction and retrofit/restoration projects, and have a good understanding of code-based practical solutions from my college and professional experience. I have developed valuable industry-related skills through my education and past work experience that will enable me to be a productive employee.

Thank you for your time and consideration of my application. I look forward to hearing from you.

Sincerely,

John Q. Student

Enclosure