

November 1, 2004

James and Smith Consulting Engineers, Inc.  
14142 Denver East Parkway  
Suite 100  
Golden, CO 80401

In May I will graduate from the Ohio State University with a Master's degree in Mechanical Engineering. I am particularly attracted to James and Smith Consulting Engineers as a progressive leader in delivering high performance building solutions, especially the integration of sustainable design in your projects. I share in your philosophy of designing a better "built environment," benefiting building owners, occupants, and society alike.

I would welcome the chance to discuss opportunities with your firm. I believe that my energy, analytic skills, leadership and organizational abilities, and eagerness to learn from others can make a positive contribution to your firm. I am willing to accept a wide variety of assigned engineering tasks. I am equally comfortable working independently to meet goals as well as collaboratively as part of a team. I have always been able to establish and maintain excellent relationships with clients and co-workers at all levels. My professional skills include the following:

- Experience in HVAC design including load calculations, duct design, and GeoExchange system research and design
- Outstanding teamwork and leadership skills through both my academic and work experiences
- Dedicated work ethic and desire to make a difference, which is reflected in my academic, work, and volunteer experience

I would appreciate the opportunity to talk with you and further share my qualifications and enthusiasm for joining the design team at JSCE. I would also welcome the opportunity to meet with you personally by visiting your office in Golden. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,  
Heather Smith  
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Apt A-6  
Collegetown, OH 98765  
(555) 313-1111 (home)  
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attachment: resume