

November 1, 2004

Howard Engineering
1000 Industrial Blvd.
Building 700
Atlanta, GA 12345

RE: HVAC Engineer Position

In May I will graduate from the Ohio State University with a Master's degree in Mechanical Engineering. I am particularly attracted to Howard Engineering as a progressive leader in delivering cutting edge sustainable solutions to your projects. I share your design philosophy of endeavoring to incorporate sustainable features into everyday mechanical systems, benefiting building owners, occupants, and society alike.

I am interested in being considered for the HVAC Engineer position advertised on your website. 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 commercial 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 Howard Engineering. I would also welcome the opportunity to meet with you personally by visiting your office in Atlanta. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,
Heather Smith
1234 East Main Street
Apt A-6
Collegetown, OH 98765
(555) 313-1111 (home)
(555) 276-9890 (cell)

attachment: resume