

**Resumagic.com: Cover Letter in Response to a Classified Ad**

**John Smith**

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October 15, 2001

Mr. Jack Wilson  
Vice President, Engineering Services  
Acme Company  
123 Elm Street  
Anytown, ST 12345

Dear Mr. Wilson:

Please accept this letter as application for the Associate Engineer position currently available with your company. My résumé is enclosed for your review and consideration.

My degree in Industrial Engineering and five years professional experience has afforded me the opportunity to work on various projects that significantly improved operational efficiency and productivity and reduced inventory and energy costs for various clients. I am confident that my expertise in these areas will prove to be an asset to your manufacturing operations.

I am very good at gathering and analyzing data in order to find a workable solution that will maximize efficiency and reduce costs as much as possible. One recent project completed at [name of employer] involved working on a development team to create an analytical tool to analyze and quantify potential energy savings. After analyzing the data, I was able to generate millions of dollars in energy cost savings. Another recent project involved gathering and analyzing data in order to redesign a warehouse so that unnecessary and obsolete inventory could be eliminated, resulting in a significant cost savings for the client.

I am accustomed to leading and working within teams on diverse projects and interacting closely with clients, some of whom are well-known international corporations. These projects have required a high degree of team coordination and interaction in order to be completed on time and within budget.

My current salary requirement would range mid- to high \$80K's, is negotiable, and dependent upon such factors as benefit structure, responsibility, and advancement opportunities.

I look forward to meeting with you in person to discuss my qualifications. Many thanks for your time and consideration.

Sincerely,

**JOHN SMITH**

John Smith

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