

JONATHAN BENTLEY, E.I.T.

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David Messing
Enterprising Engineers
1000 Waterford Way
Middletown, MT 55555

Dear Mr. Messing:

I can support your company's goals with experience in many aspects of engineering training. I've worked on projects involving complex structural issues, transportation design, and water control. As you will see from my attached résumé, I meet or exceed your listed requirements for the position of Structural Engineer I as published in the August 2004 edition of *Emerging Engineers*.

Your Needs:

- Experience with CAD software
- Project management experience
- Supervisory experience
- Ability to think under pressure
- B.S. degree in civil or structural engineering

My Qualifications:

- Proficient in AutoCAD, WaterCAD, SewerCad and Flowmaster
- Led four-member team in development of complex parking lot design for city
- Supervised up to 150 employees in high-stress environment, maintaining 100% safety record
- Over four years' experience managing wildfire crews requiring immediate action in dangerous, unpredictable conditions
- Bachelor of Science degree in Civil Engineering with emphasis in structures

My résumé is only a summary of the qualifications I can offer your organization. I will be calling in the next few days to see if we might schedule an interview.

Thank you for your time and consideration.

Sincerely,

Jonathan Bentley

Enclosure