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June 10, 2012

Doug Jones  
XYZ Technical Corporation  
476 Advent Street  
Salt Lake City, Utah 84111

Dear Doug:

Please consider me for the Engineering Intern position posted on Monster.com. John Smith, who works in manufacturing at your organization, told me about the position and suggested I would be a good fit.

The posting indicated you were looking for technically savvy people who could come up to speed quickly no matter what job they were assigned. As my 3.8 grade point average in technical courses shows, I can quickly understand and apply complicated ideas. I recently completed a custom programming project for Entech Corporation and received high praise for figuring out how to complete the assignment with very little instruction.

John speaks highly of the innovative products released by XYZ Technical Corporation, and I would appreciate the opportunity to participate in product development at your organization. Please call me at 777-987-6543 so we can talk further about your requirements for the position and how I might contribute.

Thank you for your consideration.

Sincerely,

Bart Thomas

Enclosure: Resume