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June 10, 2012

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

Dear Mr. Jones:

Please consider me for the Engineering Intern position posted on Monster.com. Being a Salt Lake City native, I have observed your company's growth for several years and been impressed with your reputation for customer service. The Ziggy award XYZ Technical Corporation received from PC Magazine particularly caught my attention.

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.

Please call me at 777-987-6543 to arrange an interview. I am available to begin work full- or part-time in May 2013 at the conclusion of the school semester.

Thank you for your consideration.

Sincerely,

Bart Thomas

Enclosure: Resume