

Your inside address

Mercer Box #70300  
Macon, GA 31207

November 5, 2002

Inside address for recipient

Mr. Ben Woodson  
Georgia Engineering Operations (GEO)  
Human Resources Coordinator  
1400 Coleman Ave  
Macon, GA 31207

Salutation with colon – business letters are formal

Dear Mr. Woodson:

1<sup>st</sup> paragraph – tell where you learned about the job

I am interested in obtaining the position of Industrial Engineer at GEO, which I learned about through my former employer FEAT. I feel that I have the necessary qualifications and experience you are looking for in order to hire me for a position. I was an Industrial Engineer at FEAT and hope that you could assist in finding one for me there at GEO.

Education paragraph – give details about school

I have successfully completed two years of school at Mercer University and am planning to graduate with a B.S.E specializing in Industrial Engineering. I have gained knowledge in many different areas of study. I have excelled in my classes with a 3.56 G.P.A. and I have completed many advanced engineering courses which I feel can serve as a substitute to work experience in this field. I have learned to operate many different computer programs, which are necessary to know in today's work environment. I have also retained an officer position in the Institute of Industrial Engineers, which helps to add to my experience and knowledge of the Industrial Engineering field.

Work experience paragraph

The jobs that I have worked all require a certain amount of communication skills and have given me the opportunity to interact with many different types of people. I have had the chance to get a feel for what an Industrial engineer might do because I have performed similar tasks at some of my jobs. I have helped to simplify processes to make them more efficient. I feel all these experiences have helped me to become a qualified person for this position.

Ask for meeting, give contact info

I am willing and ready to meet with you at your convenience. You can reach me at (478) 301-8311 anytime or email me at [jsmith@gmail.com](mailto:jsmith@gmail.com).

Sincerely,

John Smith

Professional email address – nothing personal or inappropriate