

4521 N. Franklin Avenue  
Lincoln, NE 68510  
October 17, 2005

Christine McCormick  
Director of Operations  
McCormick Consulting  
Dallas, TX 89079

Dear Ms. McCormick:

Please accept my enclosed resume for your review. My academics and cooperative education experiences make me an ideal candidate for McCormick Consulting as a Lead Engineer, which I saw advertised with Career Services at the University of Nebraska–Lincoln. Following my graduation in December 2005, I will be ready and eager to become a part of an organization such as McCormick Consulting.

Two semesters and a summer working in a cooperative education program with General Motors has developed my technical, managerial, and interpersonal skills. I was a key part in several projects, including a quality assurance initiative General Motors launched in July 2003. Through six-sigma assessments and corporate-wide educational programs, we reduced materials waste by 21%. As McCormick Consulting has based its success on the six-sigma standards, my experience using these standards will allow me to hit the ground running as a Lead Engineer. As an Intern with Nico Products, I have also proven myself competent and creative in AutoCad systems and construction. My academic achievements demonstrate my ability to quickly learn complicated systems, materials, theories, and applications.

My enclosed resume will provide you with additional information regarding my qualifications for a Lead Engineer position with McCormick Consulting. I will call your office next week to see if a meeting can be arranged to discuss this possibility. To reach me prior to that, please call me at (402) 555-8974.

Sincerely,

*(signature)*

Thomas Jackson

Enclosure