

Marvin Waller

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Yasmin Butler
Talent Specialist
Jacobs
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Dear Ms. Butler,

Receiving a workplace commendation for my part in designing the new HVAC system at Centennial Airport was my career high point of 2020. My managers praised my ability to collaborate with a multidisciplinary team to meet the challenge of ventilating a complex commercial space. I believe I can offer the same ingenuity and teamwork as a mechanical engineer at Jacobs.

As a passionate and ambitious engineer, the opportunity to create HVAC solutions for mission-critical projects excites me. My three years of industry experience and recent accomplishments demonstrate that I have the technical knowledge and problem-solving ability to perfectly meet the role requirements. My achievements in 2020 include:

- Mentoring two new recruits to improve their understanding of AutoCAD and SolidWorks.
- Creating a series of technical diagrams that won a \$10 million contract.
- Successful converting 84% of tender applications.

I hope to attend an interview to discuss how my attributes can help Jacobs provide innovative and effective HVAC technology for demanding projects. Please don't hesitate to contact me to arrange a suitable date.

Sincerely,

(Insert Signature Here)

Marvin Waller

P.S. I would like to explain how my contribution to redesigning the Colorado State Capitol Building's HVAC system helped my company win an IISE Special Award in 2019.