

January 1, 2021

Cecily Armstrong

Hiring Specialist
AA Mechanical
(700) 700-7000
carmstrong@aamech.com

Dear Ms. Armstrong,

Helping Tampa's largest municipal power plant increase its efficiency by 15% was a highlight of my career. I am hopeful that I will add more highlights at AA Mechanical as your new Senior Engineer.

Now that I am nine years into my career, I have had the opportunity to take on tasks ranging from end-project quality assurance to ground-up design work. I pride myself on versatility, so am drawn to the varied projects your business takes on.

I will bring an attention to detail that has contributed to successes such as these:

- Identified and eliminated several flaws during my review of designs for the Tampa Waste-Oil Reservoir.
- Recommended upgrades to ABC Manufacturing's assembly lines that sped up production by 20%.
- Helped design the turbines eventually selected for use in the new South Bay Wind Farm.

I look forward to discussing how my experience and current skills can help you fill the Senior Engineer position with a qualified, creative candidate. At your convenience, please let me know when such a discussion fits in your schedule.

Sincerely,

(Insert Signature Here)

Janet Duke, MSME

P.S. I hope we have a chance to talk about my nomination for the Hillsborough County Engineer of the Year award!