

APPLICATION LETTER ANSWERING AN ADVERTISEMENT

Room 225, Dedmond Hall
Coppin State College
Baltimore, MD 21216
May 31, 2007

Box 1234
New York Sunday Times
Times Square
New York, NY 10036

Dear Prospective Employer:

You stress "methods and work measurement" in your advertisement for an Industrial Engineer to assist in the production and engineering department of your electronics firm.

As a college senior majoring in physics with a minor in business administration, I have a unique combination of skills for this type of work. I have studied and put into laboratory practice some of the latest theories in electronics technology; and I have acquired an understanding of the principles of business management. This background makes me acutely aware of the special problems involved in electronics production and the need for analyzing and measuring work methods.

In addition, as you will see in my resume, I have had some business experience and demonstrated an early interest in electromechanical devices.

I would be very excited to have an opportunity for a personal interview to further discuss my qualifications. At your convenience, I may be reached at (410) 383-5400 or tquincy01@student.coppin.edu. Thank you for your consideration and I look forward to hearing from you soon.

Very truly yours,

Thomas A Quincy
Thomas A. Quincy

Enclosure