

67 Gila Heights
Tucson, AZ 56794

March 1, 2012

Ronald Bender
Director of Marketing and Communications
Byron Aircraft
15 Marshall Way
Akron, OH 46139

Dear Mr. Bender:

I recently learned of the Communications Administrator opening with Byron Aircraft and am eager to contribute my education, experience, and skills to the company's success through this position.

I recently graduated summa cum laude from Embry-Riddle Aeronautical University with a Bachelor of Science degree in Communication. My studies there enabled me to combine my passion for aviation with my aptitude for effective writing and speaking. I excelled in such courses as Aviation & Aerospace Communication, Advanced Professional Writing, Advanced Speech, and Media. As the Features Editor for our campus newspaper, *The Avion*, I wrote articles, managed submissions, and participated in weekly layout sessions. During my internship with Councilwoman Adrienne Loughton, I helped research, draft, and amend legislation; wrote press releases; and was responsible for office correspondence. Through these positions and my classes, I have developed substantial experience using Quark Xpress, Adobe InDesign and Photoshop, and Microsoft Office products.

Writing samples and my resume are attached. If I can provide you with any further information on my background and qualifications, please let me know. I look forward to an opportunity to speak with you personally to demonstrate that I have the skills, personality, and drive to succeed for Bryon Aircraft. Please contact me at (293) 528-9634 or dpoole@email.com at your earliest convenience. Thank you for your time and consideration.

Sincerely,

David Poole