

## E. G. Neer

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555 Design Lane  
Prescott, AZ 92827

(928) 555-5555  
egneer@gmail.com

September 24, 2012

Ms. Janice Jones  
College Relations Administrator  
XYZ Aerospace Corporation  
6525 Airport Road  
Houston, TX 63394

Dear Ms. Jones:

I attended a presentation given by Mr. Michael Clark, Senior Preliminary Design Manager with XYZ Aerospace Corporation, and am very interested in becoming a part of the preliminary design group. Mr. Clark's presentation confirmed my belief that preliminary design is an area where I could best use my education. He mentioned your newly acquired contract with NASA regarding human spaceflight for commercial and government purposes, which coincides with my upcoming graduation from Embry-Riddle Aeronautical University.

The courses I have taken in preliminary design have been challenging and very enjoyable. In addition, I am involved in an Independent Study Project in which I will complete a preliminary design for a new type of heat tiles. I understand that XYZ Aerospace Corporation is currently working on a similar project. My enclosed resume presents more detailed information about my education and experience.

I would appreciate the opportunity to interview for a Preliminary Design position with XYZ Aerospace Corporation. Please contact me at (928) 555-5555. I look forward to speaking with you. Thank you for your time and consideration.

Sincerely,

*E.G. Neer*

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