

112233 Thorny Road  
Eden Prairie, MN 55344  
(952) 999-1234 abc@[aol.com](mailto:abc@aol.com)

October 8, 2003

ABC Systems Corporation  
H.R. Job # 80000698  
Technology Drive Eden  
Prairie, MN 55344

**Subject : Operations Manager Position**

Dear H.R. Manager:

I am writing in response to your advertisement in the \_\_\_\_\_ on November 1, 2003 regarding your Operations Manager position. While my resume is attached, I would like to call your attention to the brief summary below that relates my experience and qualifications to your requirements.

Please see "**Your Requirements**" vs. "**My Qualifications**" listed below:

<b>"Your Requirements"</b>	<b>"My Qualifications"</b>
Engineering Degree	B.S. Degree Engineering & A.S. Degree, F.A.A. Airframe & Powerplant Mechanics License
10 Years Experience In Discrete Parts Manufacturing	Over 15 Years Relative Experience In Discrete Parts Manufacturing Of Aerospace Parts (Including Laser Operations On Aerospace Parts & Work On Titanium Parts)_
Familiarity With Metallurgical Part, Q/A Standards, Heat Treating, & Base Manufacturing	Ran Engineering, Cost Estimating, Product Development & Certification, Plant Maintenance And Related Manufacturing For An Aerospace Job Shop For Over 13 Years.
Aerospace Experience Preferred	Over 20 Years Experience In Aerospace Working In Manufacturing And Operational Activities

I will call you next .....to discuss setting up an interview at the earliest possible convenience.

I can be reached at. (952) 941-0912.

Thank you.

Sincerely,

