

100 Institute Road; Box # 314
Worcester, MA 06109

June 23, 2011

Ms. Zoe Kathe, Human Resources Director
Xena Engineering
32 Prosperity Drive
Worcester, MA 06109

Dear Ms. Kathe:

It was exciting to meet with you today to discuss the full-time Civil Engineering position at Xena Engineering. My co-op engineering position, which I completed with Xena Engineering in my junior year, really strengthened my ability to work collaboratively as a team member. The relationships that I formed among various departments at Xena Engineering, along with learning how your corporation operates, will enable me to begin contributing immediately if granted the opportunity to become a permanent part of your team as a Civil Engineer. The opportunity to assume even greater responsibilities on projects that I assisted with as a co-op student is very appealing as I am able to apply the first-hand knowledge and experience I gained directly from my training with Xena engineers.

I know that I possess the strong work ethic and ability to handle the multiple tasks that are necessary to be successful as an engineer at Xena Engineering. My co-op experience, when coupled with the experience gained carrying out my Major Qualifying Project (MQP), demonstrates my capabilities. During my MQP, I had to concurrently work on updating drawings using Solidworks while maintaining a busy schedule of assisting the main engineer on his site visits. Thus my ability to multitask while maintaining a strong position in supporting the team would make me a strong asset to the Civil Engineering team at Xena Engineering.

After learning from you about the range of sustainable design projects that Xena Engineering has committed to, especially in the area of bridge design, I am even more enamored by the opportunity to become a permanent member of the Xena Engineering team. As I mentioned during our interview, I have participated in several regional steel bridge competition teams as a student member of ASCE. I particularly enjoyed my last competition which challenged us to design a bridge that was environmentally friendly but constructed only from recyclable materials. It was this innovative experience that really solidified my desire to work for a company devoted to sustainable endeavors and I find Xena Engineering to be the epitome of this quality.

In summary, I would love to continue working with Xena Engineering and building my career as a Civil Engineer with the Xena team. I know the mission and values of Xena Engineering and embrace both fully. Not only are you an organization dedicated to sustainable endeavors while fostering professional development among employees, I understand the mission and values of Xena Engineering and embrace both fully. It would be a true fulfillment of my goals to be able to contribute to fulfilling Xena Engineering's organizational goals. If you have any additional questions, please do not hesitate to contact me at 508-123-4567 or at Zelda@wpi.edu. Thank you again for your time and consideration.

Sincerely,

Zelda Jones