

Street Address
City, State, ZIP
Date

Mr. Art Broady
Human Resources Manager
Miffco Electronics Corporation
One Corporate Center
Bunky, Louisiana 12345

Dear Mr. Broady:

I am a senior electrical engineering student at Rose-Hulman. I will be graduating in May and am inquiring about summer employment opportunities at Miffco Electronics.

I have completed several courses in computer applications and programming which have provided me with the qualifications necessary to produce electronic controls for automotive applications. I am familiar with C, C++ and Motorola HC11 controllers as well as their application in embedded systems. I am extremely interested in the automotive industry, and would like to learn more about Miffco Electronic's operation.

I have enclosed my resume for your review. I would appreciate the opportunity to meet with you to discuss my qualification for employment at Miffco. I understand that you will be attending Rose-Hulman's annual career fair in October. I look forward to discussing employment opportunities with you at that time. If you need additional information, I can be reached at 812-123-4567.

Sincerely,

Your Signature

Your Name

Enc. Resume