

# Polly Mer

123 Main Street  
Salt Lake City, UT 84112  
pollymerUstudent@utah.edu  
801-581-6186

June 16, 20XX

Colgate-Palmolive  
321 Toothache Drive  
Pearly Whites, FL 12345

Dear Colgate-Palmolive Hiring Manager,

My name is Polly Mer, and I am writing to apply for a full-time Chemical Engineering position at Colgate-Palmolive. As a senior in Chemical Engineering major at the University of Utah graduating in May 20XX, I am very interested in the development of consumer products while also ensuring the reduction of environmental impact. In reading your Sustainability Report, I was very impressed to read that you improved the sustainability profile in 85% of new products. I welcome the opportunity to bring my research and engineering skills to Colgate-Palmolive's products.

As you can see from my attached resume, I developed my research and engineering skills through several internships and academic projects. During my internship at Procter & Gamble, I developed all aspects of a prototype for a newly conceptualized oral care product. By the end of my project, I was able to hand out samples of the product. My supervisors commended me for my communication and creative problem-solving skills, and for my ability to work well with many different people within our development team.

I developed my leadership and interpersonal skills by being an active member of several organizations on the University of Utah campus. As president of the Utah chapter of American Institute of Chemical Engineers, I am in charge of planning meetings, fundraisers, activities and our annual departmental banquet. While Service Chair for Lambda Sigma, the sophomore honor society, I organized service activities and motivated members to participate in the service events. This leadership will help me thrive in team settings within your company.

I look forward to learning more about career opportunities at Colgate-Palmolive. If you have any questions, please contact me at (801) 581-6186 or pollymerUstudent@utah.edu. Thank you for your consideration.

Sincerely,

Polly Mer

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Gayle Laakmann  
1111 Swoop Camp Road  
Salt Lake City, UT 84112  
name@utah.edu

October 1, 2016

Emily Johnson  
Technical Recruiter  
Swords  
123 Rountable Road  
San Francisco, CA 11111

Dear Ms. Johnson,

I would like to request your consideration for the position of iPhone Game Developer, which I saw advertised on CareerCup.com. I was particularly excited to see an opening within the Swords team, as this is one of what I consider to be the most addictive games. I've nearly uninstalled it from my phone but, well, I just couldn't. While the game play is fantastic as a whole, I've been particularly impressed with how the game leverages the iPhone features to implement realistic collisions.

When I picked up the job description, I knew that not only was the position a perfect match for my interests, but I was a perfect match for its requirements. I have over three years of experience with writing mobile games, and pride myself on having an artistic eye despite being "just" a developer. I would love the opportunity to utilize both the artistic and the technical aspects of my brain. My games have been shipped to three mobile platforms, with over 100,000 downloads on the iPhone itself.

Additionally, I place high value on the long-term maintainability of a code base, and have implemented systems at my previous company to improve code quality. Most notably, I restructured our coding cycle to match industry best standards. Gone were the days of bang-it-out; developers needed to write design documents for any external APIs and have them peer reviewed by at least two people. All source must be code reviewed before being checked in. Bugs at the "critical" level dropped 19 percent with implementation of this new system.

I think that Swords and I could have a wonderful working relationship; we're compatible down to the last little detail. I look forward to talking with you more about this opportunity. Please contact me at 206-555-9323.

Thank you for your consideration.

Sincerely,

Gayle Laakmann

Sally Johnson  
123 University Lane  
Salt Lake City, UT 84112  
Sally.Johnson@utah.edu

May 2, 2016

Leslie Jones  
Technical Recruiter  
GreenOrder  
378 Laughlin Way  
Denver, CO 87645

Dear Ms. Jones:

I am writing in response to your January 15<sup>th</sup> posting in DoreWays for an Entry-Level Civil Engineer (Sustainable Design). I first learned of GreenOrder when Andrew Shapiro spoke on "Using Green to Win: Sustainable Innovation and Competitiveness" at Vanderbilt University this fall. I was very impressed to hear about GreenOrder's interdisciplinary approach to using green leadership to spur innovation.

You will find that my interests, experience and background are well-suited for this position. While interning at The Tennessee Environmental Council, I worked as part of a team which reviewed sustainability practices for higher education initiatives across the state. We conducted phone interviews with five universities to discuss their current green strategy and pulled together a report that was presented to the CEO. Through that experience I participated in every phase of the project, utilizing and enhancing my knowledge of project management, legislation, marketing and reporting findings. The knowledge I developed through this project about green practices would allow me to step in and make an immediate impact within your organization.

In your posting, you mentioned a desire for a candidate with strong quantitative and analytical skills. I demonstrated these skills while leading my senior design project team to design a concrete canoe. We were charged to overcome several design challenges while adhering to the ASCE Steel Manual and Concrete Specifications. We were able to incorporate sustainable materials in our design including a carbon sequestering cementitious material used to offset the carbon footprint of our canoe. Ultimately, our team canoe won 2<sup>nd</sup> place overall nationally among 37 teams in the American Society of Civil Engineers competition. I am confident that my technical skills, combined with a passion for environmental sustainability would add value to the GreenOrder team.

To further discuss my qualifications, you may reach me at (615) 555-5555 or Sally.johnson@utah.edu at your earliest convenience. I look forward to speaking with you and learning more about this opportunity.

Sincerely,

*(Signature)*

Sally Johnson