

# 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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