

Jane J. Jones

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February 12, 2009

Dear Sir or Madam:

Please accept the contents of this package as intent of my application for employment with your establishment.

In fact, past educational and work experiences, make me a strong candidate. These experiences include my educational endeavors (BS, New Jersey Institute of Technology expected May 2009) in addition to my 5+ years of community service, extracurricular, and club membership activities. I believe this increases written communication skills, fosters leadership, supports teamwork, creates networking ties, and offers hands-on training through real life experiences.

I am able to handle multiple tasks at once and learn quickly. In fact, my effective leadership includes:

- Fluent in English and Gujarati; Conversational in Spanish and Hindi.
- Manager of Subway (2003-2007) and Greenhill Dry Cleaners (2004-2006).
- Active member of the American Institute of Chemical Engineers (Fall 2006-present).
- Continuous Heat Transfer: Submitted final report on the effects of temperature and flow rates.
- Flow in Pipes: Observed and recorded pressure drops using venture and orifice meters.

Opportunity to discuss my credentials with you at a mutually convenient time would be greatly appreciated. Thank you for all consideration.

Sincerely,

Jane J. Jones