

Cover Letter #2

Bullet Style

Mary Ann Rodgers

590 Miller Drive, Virginia Beach, VA 28736 * (540) 232-9803

September 2, 2003

Arnold Pines, Chief Civil Engineer
City of Virginia Beach
903-C Second Avenue
Virginia Beach, VA 27890

Dear Mr. Pines:

It is with great enthusiasm that I submit my resume for the position of **Senior Drafter** with the City of Virginia Beach, Capital Projects/Design Department.

As a hard-working and dedicated professional, I bring the following contributions to your organization:

- A professional background consistently demonstrating all phases of drafting/design that connect ideas to reality.
- Cutting-edge expertise in the operation of current AutoCAD software packages including Bentley Microstation. I understand you must contract projects out-of-house requiring Microstation design and completion. My proficiency with this particular program would save your department time and money.
- Proven ability and perseverance to solve the toughest technical issues and work all projects through to completion in a timely and budget-conscious fashion.
- Friendly, flexible and enjoy participating as part of the team, but take the initiative with new design concepts.

I am proud of my background and ability, Mr. Pines. It has been my ambition to work with the City of Virginia Beach and I have streamlined my career path to master my field and the qualifications you require for this position.

After consideration of my enclosed resume, please phone me so we can further discuss contributions I might make to your department. Thank you and I look forward to meeting you.

Sincerely,

Mary Ann Rodgers

Enclosure