

321 S. Juniper St.
Ardmore, PA 19108

October 21, 2008

Ms. Molly Clark
Recruiting Director
Nelton Technologies
800 Wildcat Lane
New York, NY 10034

Dear Ms. Clark:

I had the pleasure of meeting Mary Stow, a recent graduate of Villanova University who now works at Nelton Technologies. She gave a presentation last week to the Villanova chapter of the Society of Women Engineers (SWE) and recommended that I contact you regarding software engineering positions with your firm. I am currently a senior Computer Engineering major and will graduate in May, 2009.

During my internship last summer at Vision Software, I worked with a CALMA system in developing VLSI circuits, and I also gained substantial experience in the design of interactive aerospace engineering software. I have also held the role of team leader on several academic projects in my computer engineering classes. As a result of these experiences, I believe I can make a direct and immediate contribution to your department. I am very hard working and would bring a great deal of dedication and energy to the position of software engineer. My interest in your company stems from the extensive reading I have done in various trade journals about the high quality work environment that exists at Nelton Technologies.

In addition to my internship and class project experiences, I have been very active in student organizations at Villanova. My leadership positions in SWE and my active involvement in IEEE have helped me to develop strong leadership, teamwork, and time-management skills which I hope to continue to strengthen through a position at your company.

I would like very much to meet with you to discuss your openings for software engineers. Please contact me at the above address or by telephone at (610) 555-5555 or email at natalie.smith@villanova.edu. Thank you for your time and consideration.

Sincerely yours,

Natalie Smith