July 25, 2009

Francis Williams

Project Coordinator

GEI Consultants

4533 East Highland Street

Newton, Massachusetts 09541

(619) 234-0114

Dear Mr. Williams:

I am writing in response to the online job advertisement posted by your company on the Internet. I am a Certified CAD Drafter and Administration with wide range of experience in handling documentation and support for small to large scale engineering projects as well as implementation of effective CAD techniques for support and administration.

With more than 10 years of experience of handling high-level responsibility at large consulting and engineering firms, I am looking forward for a company that would further improve my expertise in the field.

I have included with this letter a copy of my resume for an evaluation review. Some of the key strengths that you may find very beneficial to your organization include my experience in development of engineering design and architectural drawings. My skills as a professional Design Drafter and CAD Administrator allow me to coordinate effectively with the development team. These interpersonal skills would be very beneficial in team building as well as boosting the confidence of the company.

I would greatly appreciate an interview to allow me to discuss how I can be of assistance to the progress of your company. I have included my contact details in which you may call me any time you are convenient. Thank you for your consideration of my application.

Sincerely,

Jonas Matthews