

5678 Stonehenge Drive  
Mount Fiji, CA 99999

July 20, 2004

Mr. John P. Doe  
Human Resources Manager  
XYZ Aerospace, Inc.  
76800 Lunar Drive  
Spaceville, FL 33333

RE: Position #78-1756, Helicopter Manufacturing Manager

Dear Mr. Doe,

Over fifteen years of military service and ten years of successful civilian employment in the aerospace industry have enabled me to make a significant contribution as a manager. Afforded the opportunity, I will become an invaluable asset to XYZ Aerospace Inc. as a Helicopter Manufacturing Manager. Please accept the enclosed resume as indication of my strong interest in this position.

My background is in helicopter maintenance, with experience on the UC-1N and assorted AH-1 attack helicopters. During my career in the US Marine Corps, I amassed over 1500 flight hours as a Crew Chief on the UH-1N and continually served in positions of leadership and great responsibility, including that of Air Station Operations Supervisor. In the civilian sector, I gained invaluable experience as a production line supervisor. Additionally, I obtained essential experience in aircraft manufacturing as a Senior Maintenance Specialist and am currently a Program Manager.

I am seeking a new and challenging opportunity and strongly believe that my background and experience is well suited for a position as a Helicopter Manufacturing Manager with XYZ Aerospace, Inc. I possess a strong work ethic, unquestionable integrity, and an unwavering commitment to quality results, in addition to a bachelors degree in Professional Aeronautics and a masters degree in Aeronautical Science from Embry-Riddle Aeronautical University. I have received numerous awards and recognition for my ability to manager personnel and assets to achieve optimum results. I would welcome the opportunity to talk with you to discuss your needs and how my skills and experience could contribute to XYZ Aerospace's continued success.

If you have any questions or would like to arrange an interview, please do not hesitate to contact me at 555.555.5555 or [jjones@helicopters.com](mailto:jjones@helicopters.com). I look forward to hearing from you soon.

Sincerely yours,

James P. Jones  
555.555.5555  
[jjones@helicopters.com](mailto:jjones@helicopters.com)