

March 25, 2005

Mr. John Wilson
Personnel Director
Anderson Construction Company
3507 Rockville Pike
Rockville, MD 20895

Dear Mr. Wilson:

I _____ in the March 24th Washington Post classified section of your _____ for a Civil Engineer or Building Construction graduate for one of your Washington, DC, area sites. I will be returning to the Washington area after graduation in May and believe that I have the necessary credentials for the project.

I _____ at various levels in the construction industry every summer since the 8th grade. As you can _____ from my resume, I worked several summers as a general laborer, gradually moved up to a carpenter, and _____ summer I worked as assistant construction manager on a 100 million dollar job.

In addition to this practical experience, I will complete requirements for my Building Construction degree in May. _____ you may know, Virginia Tech is one of the few universities in the country that offers such a specialized degree for the construction industry. I am _____ that my Building Construction degree, along with my years of construction industry experience, make me an _____ candidate for your job.

The Anderson Construction Company projects are familiar to me, and my aspiration is to work for a company that has your excellent _____. I would welcome the opportunity to _____ with you. I will be in the Washington area during the week of April 12th and would be available to speak with you at that time. In the next week to ten days I will contact you to answer any _____ you may have.

Thank you for your consideration.

Sincerely,
(handwritten signature)
Steve Mason

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