

Dear Prospective Employer,

Thank you for taking the time to look at my resume and sundry documents. Currently I am studying Manufacturing Engineering at Brigham Young University and look forward to joining you in industry. My estimated graduation date is Dec 2005.

For the last 22 months I have been working in the oil industry for Novatek Inc, and most recently Reed-Hycalog. My activities there include machine design, process optimization, automation, tooling, and the isolation and solution of problems inherent to the manufacture of polycrystalline diamond precompacts (PDC).

I am interested in a summer internship with your company and pursuing a career within her ranks after graduation. I am a dedicated worker and will give my all to improve your organization. Along with my resume are included several letters of recommendation and a brief PowerPoint presentation. I believe these documents speak as to my abilities, which I would be happy to elaborate on in person. Thank you for your time and attention.

Sincerely,

A handwritten signature in black ink that reads "John D. Bailey". The signature is written in a cursive style with a large, sweeping initial "J".

John D. Bailey
Manufacturing Engineer
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