

**Joe Jobs**

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J. Chretien  
Chretien Engineering Ltd.  
1935 Bollinger Rd.  
Ottawa, BC V9S 5W9

February 1, 2010

Dear Mr. J. Chretien

After attending your information session at Thompson Rivers University I would like to apply for employment with Chretien Engineering Ltd. I have a keen interest in design and drafting and have experience in mechanical and civil engineering, and will graduate in May 2010 with a diploma in Architectural Engineering Technology (ArET).

My interest in drawing and designing is what led to my enrolment in the ArET program. In the summer of 2008 I was employed by the District of Tumbler Ridge as a summer student in the engineering department. I was responsible for the testing of asphalt and ensuring that the asphalt met design specifications. I also assisted Engineering Technologist, Paul Martin, in many surveys and road reconstruction. In June 2009, I was employed by Hornblower Communications Ltd. This broadened my experience and gave me a greater understanding in the field of engineering and design.

I am a very reliable, hardworking individual and know that the skills I've acquired will be of use to you. I was honoured to have my skills recognized by TRU through a scholarship award of \$500 to the top ArET student.

Thank you for considering my request for employment. If a full time position is not available, I would be interested in summer employment or any relief work that is available. To set up an interview, please contact me at (250) 555.5555 or e-mail me at j-jobs@tru.ca.

Sincerely

*Joe Jobs*

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