

24 Maple Street  
Fayetteville, AR 72701  
January 30, 2002

Mr. Larry Smith  
Recruiting Coordinator  
Advanced Design Corporation  
2321 Stellar Blvd.  
Dallas, TX 74895

Dear Mr. Smith:

As an experienced computer programmer who is presently pursuing a master's degree in electrical engineering at the University of Arkansas, I am writing to request information about possible summer employment opportunities with Advanced Design. I am interested in a position that will allow me to combine the talents I have developed in both computer programming and electrical engineering. However, as you can see from the attached resume, I have extensive experience in many related fields, and I always enjoy new challenges.

I feel that it is important for me to continue to get real world experience along with my academic pursuits. I am proud of the fact that I have financed my entire education through scholarships and summer jobs related to my field of study. I find that I learn as much from my summer jobs as I do from my academic studies. For example, during the summer of 2001, while working for IBM in Boca Raton, Florida, I gained a great deal of practical experience in the field of electronic circuit logic and driver design. When I returned to school in the fall and took Computer Hardware Design, I found that my experience with IBM had thoroughly prepared me for the subject.

Having said all this, I realize that your first consideration in hiring an applicant must not be the potential educational experience your company can provide, but the skills and services the applicant has to offer. I hope the experience and education described in my resume suggest how I might be of service to Advanced Design.

I welcome the opportunity to discuss with you how I might best assist in fulfilling your corporate needs. I will be available for employment from May 14 through August 15, 2005. Please let me know what summer employment opportunities are available at Advanced Design for someone with my education and experience. You can reach me by phone at (501) 266-0000.

Thank you for your consideration.

Sincerely yours,

Mike Smith