

9904 Webster Street
Rochester, New York 14566

February 9, 20XX

Mr. Earl Forman
Office Manager
Province Automation, Inc.
Rochester, New York 14633

Dear Mr. Forman:

I am a student at the National Technical Institute for the Deaf, one of the colleges at Rochester Institute of Technology. I am majoring in Automation Technologies and I expect to receive an Associate's degree in May of next year. As required by my program, I am seeking a 10-week summer cooperative work experience as an electromechanical technician. The idea of getting hands-on work experience at Province Automation, Inc. is very appealing to me. My classes end in late May and I am available to begin work in early June.

At the Rochester Institute of Technology (RIT), I have completed courses in hydraulic and pneumatic systems, industrial electronics and electromechanical devices. I am able to use mathematical formulas to determine the amount of pressure and forces needed to run an automated system correctly and safely. I also have hands-on experience with troubleshooting and assembling automation systems. I am familiar with PLC's, how to wire them, and how to create basic programs. Personally, I'm organized, dependable and a hard worker. I have enclosed my resume for your review.

I would like to meet with you to discuss a co-op employment opportunity at Province Automation Inc. and will be contacting you to arrange a convenient time to meet. If you have any questions about my technical skills or need additional information, please feel free to contact me at bbf000@rit.edu. I look forward to meeting with you soon.

Sincerely,

Barry Flanagan

Encl.