

3211 Stoneridge Road
Cookeville, TN 38501

May 7, 2030

Mr. Daniel Hall
Quality Manager
ABC Company
1212 Industry Drive
Shreveport, LA 49011

Dear Mr. Hall:

The Quality Control position you advertised with Tennessee Tech Center for Career Development this week seems to be a perfect fit for my qualifications and career goals. I am genuinely interested in the position and in working for ABC, which has an excellent reputation and is highly recommended.

My summer internship as a Quality Engineer at XYZ in Cleveland, Ohio, gave me experience in understanding statistics-related software packages. My Six Sigma green belt certification as well as my classes in Quality Assurance, Statistics, Methods Engineering, and Industrial Safety will help me to excel in this

BUSINESS LETTER FORMAT NOTES