

FLORENCE UNDERHILL

June 12, 2007

Ignatius M. DeBoss
Human Resources Manager
ACME Environmental Services Ltd.
10101 SW Pine St.
Portland OR 97204

Dear Mr. DeBoss,

Recently, I read your advertisement in the Oregonian for Engineering Assistant. I am a recent graduate from Portland Community College with an AAS in Civil Engineering Technology. The training and skills I have acquired, coupled with my related work experience, enable me to meet the qualifications of this position.

I have been interested in ACME Environmental Services for some time and am excited to hear about this opening. I have a good understanding of field work and laboratory testing. I have direct experience with water quality sampling and monitoring. My farming background has given me a “real-life” understanding of the interaction of water, soil and chemicals.

Enclosed is my resume. I look forward to the opportunity to discuss my qualifications with you. I can be reached at (503) 692-9999 or underhill2003@hotmail.com. Thank you for your consideration of my application.

Cordially,

Florence (Flo) Underhill

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