

7600 Ed Bluestein
Austin, TX 78723

19 November 19XX

Director of Personnel
TriDiv Aerospace, Inc.
7600 TriDiv Ln.
Austin, TX 78775

Dear Mr. Carraway:

Please consider me as an applicant for the position of Quality Assurance Manager in the Military Division at TriDiv Aerospace. I have extensive knowledge of military contracting and substantial Quality Assurance background.

I have spent the last 12 years with the Department of Defense administering contractual quality requirements at Defense contractor facilities such as TriDiv Aerospace. In this position, I have had the opportunity to function in all areas of Quality Assurance.

In December 1995, I will receive an Associate's degree in Applied Science from Austin Community College with a major in Quality Assurance Technology. I passed the American Society for Quality Control certification exam for Quality Engineering and am certified as a Quality Engineer as of December 1995. In the Department of Defense, I am certified in the Quality Assurance area including Electronic Commodity, Mechanical Commodity, Nuclear Commodity, and NASA. Additionally, I am certified in all of the nondestructive test disciplines.

Enclosed is a resume that provides a more detailed listing of my background and qualifications. I am confident that I possess all the necessary qualifications for the position and am ready to meet with you at your convenience. You can reach me at (512) 292-0220 between the hours of 7:00 a.m. and 5:00 p.m.

Sincerely yours,

Juan Morales

Juan Morales
Enclosure