Sample Letter of Introduction

Dear Mr. Greenstreet:

Ann Morgan, a young engineer who took my process design seminar given for AIChE last summer, has asked me whether I can put the two of you together, so that you might consider granting her an interview for a position in your process control department.

You know that I am a rather tough instructor, so it means something when I tell you that Ms. Morgan has an exceedingly strong grasp of process design and control — especially considering she is just two years out of college. By the way, she showed me her transcript, and was a solid B+ student at Brightwater Tech, which, as you know, has one of the best programs on the East Coast.

My department is overstaffed and, since the acquisition, half of our work is being moved to the California location. If this were not the case, and we were looking to add personnel, I would make Ms. Morgan an offer tomorrow.

Whether she would be an ideal fit with your group I cannot say, although I know that technically she can handle a Process Engineer position with extreme competence. As for whether she'd be a good addition to your team (which I suspect she would), why don't you give her an interview and find out for yourself?

Sincerely,

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B Lingard

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In a world used by displays and the ceaseless chatter of quick transmission, the melodic splendor and mental symphony produced by the prepared term usually disappear in to the background, eclipsed by the persistent sound and disruptions that permeate our lives. But, nestled within the pages of **Sample Introduction Letters For College** a wonderful fictional treasure filled with raw thoughts, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, that fascinating masterpiece conducts viewers on an emotional journey, well unraveling the concealed melodies and profound affect resonating within each carefully constructed phrase. Within the depths of this moving evaluation, we can discover the book is main harmonies, analyze their enthralling writing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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