

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,

Sample Introduction Letters For College

Lauren Gardner



Sample Introduction Letters For College:

Whispering the Techniques of Language: An Emotional Quest through **Sample Introduction Letters For College**

In a digitally-driven world wherever monitors reign supreme and instant interaction drowns out the subtleties of language, the profound secrets and emotional nuances hidden within words frequently go unheard. However, nestled within the pages of **Sample Introduction Letters For College** a interesting literary prize blinking with fresh feelings, lies an exceptional quest waiting to be undertaken. Published by a skilled wordsmith, that enchanting opus attracts viewers on an introspective journey, lightly unraveling the veiled truths and profound impact resonating within the material of each word. Within the emotional depths of this poignant evaluation, we shall embark upon a genuine exploration of the book is core themes, dissect its captivating writing fashion, and succumb to the effective resonance it evokes serious within the recesses of readers hearts.

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