

John Smith  
123 Oak Street  
Denver, CO 13948

October 7, 20xx

Mr. Edward Jones  
Shop Manager  
The Acme Machine Company  
395 Main Street  
Rochester, NY 11350

Dear Mr. Jones:

I am a student at the Rochester Institute of Technology's National Technical Institute for the Deaf majoring in Precision Manufacturing Technology. I plan to receive an Associate's degree in May of next year. I am seeking a 10 week summer cooperative work experience (co-op) as a machinist. My classes end in May and I am available to begin work in early June.

At the Rochester Institute of Technology (RIT), I have successfully completed courses in blueprint reading, and precision measurement. I am able to set up and operate milling machines, lathes, and grinders. I have experience machining projects using a variety of raw materials (such as hard carbon steel, brass and aluminum) and performing inspections using precision measurement tools. I am very organized, a quick learner, and dependable. I have enclosed my resume for your review.

I would like to arrange an appointment with you to discuss a summer co-op opportunity with your company. I will be contacting you soon to arrange a convenient time to meet. If you have any questions about my experience or skills, you can contact me at (583) 222-3333 or by e-mail at [jjs123@email.com](mailto:jjs123@email.com). I look forward to meeting with you soon.

Sincerely,

John Smith

Encl.