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Dear Hiring Professional,

After many years in the retail environment, I have decided to explore other opportunities. I have been attending classes at Wayne State University where I have earned a 3.6/4.0 GPA. I am pursuing a degree in Civil Engineering while working full time. I am interested in a mutually beneficial role with your company. The opportunity to apply my current coursework to the improvement of the business would be refreshing.

While not all of my daily roles are transferable skills, I do possess attributes that are relatable. Some of these include: communication with vendors, employees, and corporate administrator; setting timelines and work flow for completion of projects; and problem solving homeowner issues. At times, it is not easy to diagnose an inexperienced homeowner's problem and give them a solution and confidence they need to tackle their problem, but it is the most rewarding. Solutions to these problems cover a variety of areas including mechanical, electrical, and chemical applications. The attributes that your company is looking for are a match to the ones I exhibit.

With my previous experience and new classroom knowledge, I know I can make valuable contributions to your company. Thank you for taking the time to consider me. I look forward to speaking with you.

Sincerely,

Michael J. Dunne

Enclosure: Resume