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***Susan G. Bell***

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Ms. Southerland,

I am writing to let you know about my interest in the **Vice President for Instruction** position currently available at Blue Ridge Community College. After reviewing the scope of responsibilities, I feel I have all the necessary credentials and would be the perfect candidate for this position.

The enclosed resume reflects a match between my credentials and your requirements for the college's chief academic officer. A qualification summary follows:

**JOB REQUIREMENTS**

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Bachelors Degree in Mechanical Engineering

Be familiar with the cad system

Self motivated and ability to work with others

Plans, organizes product design, testing, scheduling and problem solving

**PERSONAL QUALIFICATIONS**

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- Bachelor of Science in Mechanical Engineering Technology, UNC Charlotte, ABET Accredited
- Over ten (12) years experience with AutoCAD 2D & 3D. Working knowledge of various other CAD and CAE (Computer Aided Engineering) software.
- Very self motivated, enjoy working in a team environment. Continuously in a "thinking out of the box" situations. Fast-paced, multi-tasking environment while keeping a sense of urgency to complete job responsibilities.
- Involved with progressive engineering for over five (5) years; including but not limited to: product design and engineering.

I feel certain with my engineering experience, and my ability to communicate with team members will be of immediate value. Should you agree after reviewing my resume, I would welcome a personal meeting to further discuss your needs and my abilities to meet them.

Best regards,

Susan G. Bell