June 1, 2016

Hiring Manager

Kennedy Space Center, SR 405

Titusville, FL 32899

Dear Hiring Manager,

I am writing in response to the Engineering Technician position that is advertised as being needed at this time with your company. I offer significant abilities and skills in the area of technical work with 5 years of experience. I would be honored to bring my knowledge to your company.

My ability to give accurate, concise work, meet deadlines and do extra work has contributed to my skills in technical work. I have done big projects of technical work and edited important documents. I’m open to working with specific requirements regarding style including military. Also, my background includes my experience creating quality work and standards.

I am a great organizer and direct a technical preparation process from planning to delivery. My creative and outgoing nature allows me to work with people on different levels of staff. My motivation nature can inspire others to work hard and deliver great quality work. Also, I have developed great time management.

The additional resume that I provided can give you a visual of my potential for making a worthwhile contribution to your company. I trust that it may benefit us to meet. I will call your office next week to seek the possibly of meeting.

Thank you for your time.

Sincerely,

Aliyah Eik

3 Kingston St Phone: (727)-30x-54xx

St. Petersburg, FL 3371x E-mail:Aliyaheik@aol.com

**Aliyah Eik**

**Objective:** To obtain an Engineering Technician position that allows me to use my technical abilities and skills.

**Education:** 09/19-06/3 Gibbs High School St. Petersburg, FL

**High School Diploma**

* GPA: 4.0

08/15/19-06/13/26 University of Central Florida Orlando, FL

**Bachelors’ Degree**

**Awards Received:** Received Dean’s List each semester

**Interests and activities:** Student Government

* **Secretary**

**Work Experience:** 04/25- present Bank of America St. Petersburg, FL

**Programmer**

* Programmed computers
* Installed software

**Volunteer experience:** 07/12- 03/15 Community Health Centers of Pinellas St. Petersburg, FL

**Information Desk**

* Welcome patients and visitors
* Answered calls
* File

**Medical Assistant**

* Gave medicine to patients
* Organized medical rooms

**References:** Johnny Bravo

381 Kit Kat St Butter, OH 83721

(847)472-8734

Sales Associate