

**Rick Strom**

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August 26, 2020

Dear HR coordinator,

I would like to request your consideration for a position within your organization. I have been in the Mechanical/Electrical drafting/design fields since 1980. I'm confident that my proven track record of excellent work ethic, unparalleled attention to detail, and high-performing experience will make me an immediate asset to your company, and allow me to contribute to the team's success.

My skills include a strong base of AutoCad 2D drafting/design (30 years) with beginning Solidworks usage. I specialized in standardization of product lines, along with customization of said standards to meet customers needs. Another specialty of mine is the updates to standards to find replacements for obsolete/discontinued components. I am fluent with creation and maintenance of Bill of Materials.

Enclosed is a copy of my current resume. I would welcome the opportunity to tell you more about myself and how I can help your organization. I can be reached at your convenience either by phone or by email.

Thank you for your consideration.

Sincerely,

Rick Strom

enclosure