

Referral Letter - *After a conversation with an administrator at Marist, the candidate makes a contact with a person who may be in a position to assist her with exploring employment opportunities.*

22 Mountain Rd.
Montvale, New Jersey 07382
February 24, 2018

Steven Eckerd
EDS International
Montrose House-7th Floor
London, WI, England

Dear Mr. Eckerd:

Duleep Deosthale, Assistant Dean, International Programs at Marist College, suggested that I write to you. He spoke with me recently regarding your European Division and the work it is doing on worldwide telecommunications.

I am very interested in exploring employment opportunities with EDS, particularly in the European Division. I know that EDS has entered, and continues to aggressively penetrate, telephone markets worldwide. And since I have a design and engineering background, as well as some solid experience in other related areas, I believe I could be a genuine asset to your organization. I followed my Bachelor's Degree in Physics at Marist College with a Master's in Engineering at Georgia Tech.

Enclosed is a recent resume for your perusal. I believe two of my greatest strengths- which do not appear on my resume - are a strong work ethic and an ability to learn rapidly.

I will provide references, both business and personal, at your request.

I would appreciate hearing from you.

Sincerely,

Olivia Sanders