

3109 Vista Street  
Philadelphia, PA 19136

January 20, 2003

Mr. Stephen Spencer, Director of Personnel  
Department 411  
Boeing Naval Systems  
103 Industrial Drive  
Wilmington, DE 20093

Dear Mr. Spencer:

I am writing in response to your advertisement in the January 16 *Philadelphia Inquirer*. Would you please consider me for the position in Signal Processing? I believe that my academic training in electrical engineering at Drexel University, along with my experience with RCA Advanced Technology Laboratory, would qualify me for the position.

My education at Drexel has given me a strong background in computer hardware and system design. I have concentrated on digital and computer applications, developing and designing computer and signal-processing hardware in two graduate-level engineering courses. For my senior-design project, I am working with four other undergraduates in using OO programming techniques to enhance the path-planning software for an infrared night-vision robotics application.

While working at the RCA Advanced Technology Laboratory, I was able to apply my computer experience to the field of the VLSI design. I designed ultra large-scale integrated circuits using VERILOG and VHDL hardware description languages. In addition, I assisted a senior engineer in CMOS IC layout, modeling, parasitic capacitance extraction, and PSPICE simulation operations.

The enclosed résumé provides an overview of my education and experience. Could I meet with you at your convenience to discuss my qualifications for this position? Please write to me at the above address or leave a message anytime at (215) 555-3880. My e-mail address is [crodrig@dragon.du.edu](mailto:crodrig@dragon.du.edu).

Yours truly,



Carlos Rodriguez

Enclosure (1)

→ An enclosure notation refers to the résumé.