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Leslie Jones
Technical Recruiter
GreenOrder
378 Laughlin Way
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Dear Ms. Jones:

I am writing in response to your January 15th posting in DoreWays for an Entry-Level Civil Engineer (Sustainable Design). I first learned of GreenOrder when Andrew Shapiro spoke on “Using Green to Win: Sustainable Innovation and Competitiveness” at Vanderbilt University this fall. I was very impressed to hear about GreenOrder’s interdisciplinary approach to using green leadership to spur innovation.

You will find that my interests, experience and background are well-suited for this position. While interning at The Tennessee Environmental Council, I worked as part of a team which reviewed sustainability practices for higher education initiatives across the state. We conducted phone interviews with five universities to discuss their current green strategy and pulled together a report that was presented to the CEO. Through that experience I participated in every phase of the project, utilizing and enhancing my knowledge of project management, legislation, marketing and reporting findings. The knowledge I developed through this project about green practices would allow me to step in and make an immediate impact within your organization.

In your posting, you mentioned a desire for a candidate with strong quantitative and analytical skills. I demonstrated these skills while leading my senior design project team to design a concrete canoe. We were charged to overcome several design challenges while adhering to the ASCE Steel Manual and Concrete Specifications. We were able to incorporate sustainable materials in our design including a carbon sequestering cementitious material used to offset the carbon footprint of our canoe. Ultimately, our team canoe won 2nd place overall nationally among 37 teams in the American Society of Civil Engineers competition. I am confident that my technical skills, combined with a passion for environmental sustainability would add value to the GreenOrder team.

To further discuss my qualifications, you may reach me at (615) 555-5555 or Sally.johnson@vanderbilt.edu at your earliest convenience. I look forward to speaking with you and learning more about this opportunity.

Sincerely,

(Signature)
Sally Johnson

Enclosure