

# Holly Wood

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## Networking Inquiry Letter

If you are actively networking, you may get referrals to contacts that may have jobs or internships to offer. Follow up on those referrals as soon as possible. Be sure to also send a thank you to the nice person in your network who made the referral!

Rick O'Shea, Chief Engineer  
Aero Interiors  
3225 Woburn Street  
Bellingham, WA 98226

Dear Mr. O'Shea:

During a recent conversation Dr. Mary Stinger encouraged me to contact you regarding materials and processing engineer positions at Aero Interiors. Dr. Stinger has former students who have interned and worked in your department and she speaks very highly of their experience working with you. I will graduate in June with a Bachelor of Science in Plastics Engineering Technology and a minor in Manufacturing & Supply Chain Management from Western Washington University (WVU). Your company's focus on aircraft interior integration and implementation of lean manufacturing principals matches my experience and education.

To succeed in this position, an engineer must manage detail; have knowledge of CATIA V5, Excel, and possess modification experience in a manufacturing environment to develop efficient aircraft interior designs. I have been involved with the theory, design and production of a wide variety of plastic parts. My more notable projects and work highlights include:

- Prototyping and testing dip molded bladders for use with aerospace manufacturer AeroComposites.
- Aiding the Value Stream Mapping of aerospace manufacturer JeTech.
- Designing and manufacturing a prepreg bridge for the National SAMPE competition
- Evaluating the effects of wood flour and PE regrind on the flexural stiffness of composite wood 3 point bend bars. I devised a spreadsheet to analyze a specified number of unidirectional plies at specific orientations and their effects on coupling
- Working at K2 Sports as a Quality Assurance Intern.
- Using Lean Manufacturing and 6 Sigma techniques to increase the efficiency in several case studies. My work was recognized and I was invited to compete in a regional case study competition which focused on supply chain social responsibility practices

Given my education and experience, I am confident that I can be an effective contributor to Heath Tecna. I will call your office next week to set up a time where we can meet. In the meantime if you have questions, I can be reached at (206) 300 6351. Thank you for your consideration. I look forward to talking with you.

Sincerely,

**Holly Wood**  
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