

2008 Opportunity Drive #150
Roseville, CA 95678
916-782-6900
contact@sequencestaffing.com

Richard Sequence

September 1, 2007

Mr. Brian Miller
Vice President
SEQ International
2008 Opportunity Drive, Suite 150
Roseville, CA 95678

Dear Mr. Miller,

Having achieved a remarkable career in the U.S. Navy for the past six years where I gained invaluable experience as a heavy equipment operator, I am well prepared to join SEQ International where I believe I can immediately become a valuable member of your construction team as your new Heavy Equipment Operator-Foreman.

My experience includes work on over 20 different types of heavy equipment including CAT, John Deere, Case and Bobcat. Furthermore, the Navy trained me to work under some of the most trying circumstances. This has developed my quality-oriented abilities and dedication to getting the job done right the first time and on time. This, coupled with my proven ability to troubleshoot and resolve problems quickly, makes me strongly suited to be a reliable leader as a SEQ foreman.

Just as important, I have obtained many critical certifications related to the industry. This includes being heavy equipment certified on manlifts, forklifts, frontloaders, bulldozers and earthmovers.

I would like to discuss my qualifications with you in person and will call you to arrange a time when we can talk further about my background and experience, and most importantly, how I can contribute to the organization. I look forward to seeing you soon.

Best Regards,

Richard Sequence