**LETTER OF INTRODUCTION**

Dear Ms. Pamela,

Judy Creed is a young engineer who took a process design seminar given for AlChE last summer and has asked me whether I can put the two of you together. So you might consider granting her an interview for a position in your process control department.

You know the limits I make my students push, so it means something when I tell you that Ms Pamela has an exceedingly firm grasp of process design and control. Her talent is excellent, considering she is just two years out of college. By the way, she showed me her transcript, and I saw a solid B+ student at her university.

She would be the ideal fit for your group. She will be highly competent in the position of a Process Engineer. Additionally, she will be an excellent addition to your team.

Sincerely,

Aliana.