

Craig Litmer
642 Jewelweed Court
Maineville, OH 45039

April 19, 2024

Robert Hans, Secretary
ACEC Ohio Southwest Chapter

Dear Mr. Hans,

I am writing to express my interest in the secretary position for ACEC Ohio Southwest Chapter. As someone who is eager to increase my level of commitment, I am excited for the opportunity to contribute to the organization.

My background with ACEC has increased over time. I have been attending meetings periodically over my 17-year career. As I have advanced in my career, my attendance has been more consistent, and I have found participation to be more rewarding.

My interest in serving the organization has grown specifically over the past few months. I was the point of contact for American Structurepoint's application for the 2024 ACEC Ohio Engineering Excellence Awards. Witnessing the organization's process in celebrating these projects left a lasting impression on me. I was impressed by the organization of the banquet and the professionalism of the committee members involved.

With a background in engineering and project management, I believe I can effectively fulfill the responsibilities of the secretary role. My position at American Structurepoint involves invoice management and resource planning, which I believe are transferrable skills. Moreover, my strong communication skills and attention to detail make me well-suited for managing administrative tasks and facilitating smooth operations within the organization.

Beyond my professional qualifications, I am genuinely excited about the opportunity to immerse myself further in the civil engineering community. Collaborating with like-minded individuals to support the mission and objectives of ACEC is something I am enthusiastic about.

I am confident that my passion for civil engineering, coupled with my relevant skills and experiences, make me a strong candidate for the secretary position. I am eager to bring my dedication and enthusiasm to the ACEC Ohio Southwest Chapter and contribute to its continued success.

Thank you for considering my letter of interest. I look forward to the possibility of discussing how my background and aspirations align with the needs of the ACEC Ohio Southwest Chapter.

Warm regards,



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