

1000 Main Street  
Anytown, WA 99999  
November 28, 2007

ABC University  
Human Resources Department  
1000 High Street  
Anytown, WA 99999

Dear Human Resources Department:

Please find attached my application materials for the position of **Boiler Operator** (Steam Engineer) in the Facilities Management Department.

**Related Work Experience.** I bring more than 21 years experience in the safe and efficient operation of high pressure boilers, including 600 psi natural gas fired, fuel oil fired, multi-fuel fired, calcine coke fired and waste heat boilers. I have taken boilers from operation mode to hot stand-by and zero mechanical for maintenance, and worked directly with refractory cure procedures and start-up.

While employed at ARCO (1976 to 1998), I operated boiler feed water systems, air compressors, high pressure process units and distribution systems. I operated all types of compressors, including the 800 hp electric Centac (4-stage, centrifugal, 3200 standard cubic feet per minute), 800 hp, 600 to 30 psi steam turbine Centac (4-stage, centrifugal, 3200 standard cubic feet) and 100 hp electric Ingersol Rand stationary rotary compressor (375 standard cubic feet). I also monitored two 600 to 30 psi steam turbine emergency generators and auxiliary equipment.

At ARCO, I became well-versed in proper load control and the safe operation of boiler combustion controls. Among the combustion control points that I have worked with: U.V. scanner proves flame; U.V. scanner proves no flame; water/steam make-take controls; excess O<sub>2</sub> indication; combustion air low flow; combustion air flow OK; fuel gas trip valve open/closed; fuel vent valve open/closed; boiler water level low; boiler water level high; boiler water level OK; and master steam pressure controller. In fact, I participated in the company's transition to a new instrument control system.

As Temporary Foreman (3,000+ hours), I gained extensive experience in responding to emergencies. I routinely handled equipment failure (boilers, air compressors, boiler feed water pumps, deaerators), as well as loss of condensation return, loss of raw water, loss of demineralized water and loss of power. To ensure safe shut-down and start-up, these situations received an immediate response. One recurring problem involved boiler #3, which was the only boiler at the plant with an electric forced air draft fan. A dip in power

could cause the fan to shut down, also shutting down the boiler on low combustion air flow. Company procedure required that the crew close the fan louvers, restart the fan and proceed with emergency start-up. We would crack open the air louvers, purge the air timer, restart the pilot and restart the fuel gas burners, bringing the boiler back on line as quickly and safely as possible.

When a piece of equipment did not perform to expectation, I would investigate. In one instance, the primary Centac air compressor gradually lost air flow, such that lack of air was becoming a concern. I inspected the unit and noticed that the blow-off line was warm and that the blow-off valve was not completely closed. We slowly closed the valve manually, which restored air pressure, and repaired the valve.

In another instance, I was performing my first set of rounds for my shift and noticed a strong fuel gas smell near boiler #1. I opened all boiler house doors and called for back-up. We went in with wrenches and tightened a loose fuel gas flange.

And, when boiler #3's feed water pump outboard bearing was running hot, I observed that the oil was foamy. I drained the bearing box while adding fresh oil, continuing until the oil ran clear and the bearing had cooled down.

**Steam Plant Operation and Operating Procedures.** My background includes work in all aspects of steam plant operations, from incoming raw water, water treatment and deaeration to boiler feed water, steam generation and condensation return. I have performed water testing and ensured auxiliary equipment is functioning properly. In addition to routine boiler operation, I have handled boiler start-ups, as well as maintenance and emergency shut-downs. Additionally, I have resolved boiler control instrument and boiler feed water failures. Above all, I understand how critical boiler feed water is in the safe operation of steam generation.

I work well with a diverse public, have proven problem-solving skills and am committed to job ownership. Having observed operations in the Facilities Management Department, I am confident that I offer the experience and training required for the position of **Boiler Operator**. I look forward to discussing with you further just how my background could best meet your needs and objectives. In the interim, please feel free to contact me at (555) 555-5555 should you have any questions regarding my qualifications for employment.

Thank you for your consideration.

Sincerely,

John Smith  
Enclosures