



Your Partner in PUBLIC SAFETY

## SOUTHWESTERN SECTION

PO Box 4507 Cedar Hill, Texas 75106

(972)291-5549

### LETTER OF INTENT

DATE

Past Presidents

Nominating Committee

Southwestern Section IMSA

Sir/ma'am,

My name is \_\_\_\_\_ my IMSA # is \_\_\_\_\_. Currently I am in good standing and am an active / public agency member with the Southwestern Section IMSA. I am wanting to be considered for the position of \_\_\_\_\_ on the Executive Committee for the Southwestern Section IMSA at the next election to be held on \_\_\_\_\_.

Attached is my resume and Letter of Support from my employer. Thank you in advance for your consideration.

Thank you,

Signature and date

Printed Name and date



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### RESUME

Name

Job Title

Division

City & State

#### Professional Experience:

- 20 years with City/Company \_\_\_\_\_
- IMSA member since \_\_\_\_\_
- Job Titles held with the City/Company
  - Assistant Superintendent
  - Traffic Analyst
  - Lead Traffic Control Technician
  - Traffic Control Technician
- Duties (past and present)
  - Supervision of maintenance crews & shop personnel
  - Traffic Signal Maintenance and Troubleshooting
  - Traffic Sign Maintenance and Construction
  - Pavement Markings
  - Roadway Lighting Maintenance
  - Traffic Data Collection
  - Traffic Data Processing
  - AutoCAD Wiring diagrams, intersection layouts, marking plans, etc.
- IMSA Certifications and courses attended
  - IMSA Level II Signal Field Technician
  - IMSA Level II Signs and Makings
  - IMSA Level II Roadway Lighting
  - IMSA Work Zone traffic control
  - NEMA cabinet troubleshooting
  - Preventative Maintenance

#### Educational Experience:

- AS in Computer Drafting & Design
- AS in Computer Information Systems
- Northwestern University Center for Public Safety Courses
  - Traffic Signal Workshop
  - Highway Capacity Workshop



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### LETTER OF SUPPORT

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To who it may concern;

It is our understanding that \_\_\_\_\_ is seeking or has been nominated for a position on the Southwestern Section IMSA Executive Committee. Should \_\_\_\_\_ be elected to fill this position, the City / Company will support his/her participation as an officer of the Southwestern Section Executive Committee.

Sincerely,

Signature

Supervisors Name

Supervisors Title

SAMPLE