

December 3, 2015

W. Mac Ware, CSM Instructor  
Rm 208 Ag. Eng'g Bldg  
590 Woody Hayes Drive C  
Columbus, OH 43210

Mr. Ware:

Homewood Corporation is a local builder and developer of single and multi-family projects. We are currently looking to fill an Assistant to the Project Manager role in our land development department. We are interested in an internship for the winter and then summer of 2016 with the potential to develop into a full time position.

The overall scope is to work closely with the Project Manager in developing land into single family developments to turn over to our affiliated home builders. Daily duties would include driving to multiple job sites to monitor the status of earthwork grading, sanitary sewers, storm sewers, water line and pavement installation and report back to the Project Manager and President detailing work completed via written and photographic reports. Weekly and periodic tasks would include preparing and reviewing budgets, preparing bid documents, preparing property deed transfers, permitting applications and general assistance both in and out of the office.

I understand that an internship is a two way street and we like to include the student in as many aspects of the industry as possible. I would take a personal role in educating them in the reading of engineering documents, the zoning, entitlement and development processes as well as exposure to our home building companies operations.

Homewood is located in the northeast part of Columbus, near Westerville with projects ranging from Delaware to Pickerington. The internship would pay \$10 to \$12 per hour, for 40 hours per week and mileage is reimbursed. It is our goal for this to develop into a full time position. A reliable vehicle is a must and the dress code would be business casual, with jeans and a dress shirt on days intended to be in the field. Computer skills include Microsoft Word, Excel and Outlook. AutoCAD is a plus, but not required. Additional skills needed include professional letter writing, strong math and troubleshooting.

Please contact me via the information below. We look forward to working with you in meeting our goals!

Thank you,

Jim Lipnos  
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