

Mechanical Engineer Position

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Job Title

Company

Street

City, State Zip

Dear Hiring Team

Your job description for a mechanical engineer perfectly matches my qualifications, and I am very interested in the opportunity.

I have enjoyed a progressively responsible engineering career with ABC Manufacturing Co., and participated in the engineering of three major car model changes. I am experienced in all phases of new vehicle model development and implementation, from conception to production stages. Most recently, I have:

- Contributed to major model changes for the 200*, Carname, 200* Carname and 200* Carname;
- Developed process plans and layouts for seven additional car models;
- Reduced ergonomic impact on production team members by designing new assist lift systems;
- Helped create estimation and calculation tool for project budgets, greatly improving negotiating power with installation contractors; and
- Built rapport with overseas colleagues, often traveling to Japan for production consultations.

In addition, I have served as lead engineer in establishing standards that have reduced costs, enhanced efficiency, improved production methods and simplified equipment and part needs.

Mr. Smith, I have received repeated commendations from ABC Manufacturing Co. for my work quality, revenue contributions and commitment to achieving company goals, and I know I would be a valuable asset to your North American Division. Please feel free to call me at 555-555-5555 or send an email to rmatthews@somedomain.com to arrange a meeting. I look forward to speaking with you!

Sincerely,

Your Name