**LETTER TEMPLATE**

**MECHANICAL ENGINEERING COVER LETTER**

Oct 30, 20XX

Hiring Manager’s Name

341 Company Address

Newari, California, 95555

(xxx)xxx- xxxxx

hiring.manager@gmail.com

Dear **[Hiring Manager’s Name],**

My name is **[your name]** and I have been working with **[previous employer]** for the last **[number of years]**. The description you’ve outlined for the mechanical engineer position at **[company name]** strongly matches my experience and qualifications, especially prototype design of industrial machine components. As such, I am highly interested in joining your team.

I have a B.S. in Mechanical Engineering from U.C. Berkeley and have worked as a mechanical engineer for **[number of years].** In my time at **[previous employer]** I was able to:

Develop three prototype components of the Super Drill 9000 that was commercially employed.

Act as lead machinist and component designer on four separate engineering products for **[previous employer]**.

Win “Best Machinist – Western Region” – nominated twice

I am aware that **[company name]** has been engaged in some exciting projects and initiatives in the industry in recent years, especially with **[project name or activity]**. As you can see, I have been involved in similar work and know I could greatly contribute to **[company name]**’s goals in the future.

Thank you for taking the time to read my application and for your consideration. I would love to come in for an interview and am looking forward to hearing from you. I understand you’ve probably received a number of applications, so I will check in next week if I haven’t heard anything by then. Thank you again for your time and consideration.

Sincerely,

**[Your Name]**