**ENGINEER COVER LETTER**

Today’s Date

Name of HR Manager

Position Title

Company name’s

Company Address

City, State, Zip

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please accept this letter and the accompanying resume as an expression of my interest in a position with your organization.

As my resume indicates, June 20XX, I expect to receive a Bachelor of Science degree in mechanical engineering from California Polytechnic State University. I would then like to begin employment with an organization in which my effective performance will be met with recognition and growth. I have acquired a sound overall knowledge of leading-edge engineering principles, tools, and practices, with emphasis on designing, building and testing of mechanical systems. I am proficient in the use of various automated solutions including current releases of AutoCAD and SolidWorks. I have applied classroom learning to innovative and successful projects in which I served as sole or principal designer. Additionally, I have been a responsible leader in a family-owned small business.

My personal attributes include leadership and sound judgment as well as creativity, analytical and troubleshooting skills. I interact productively with people from diverse backgrounds. I have a career history of achieving employment goals. I have a history of quality work carried to timely completion. I am certain I could make significant contributions to your organization, and I would welcome the opportunity to meet with you to discuss how my education and abilities might best be employed by your organization. Thank you for your consideration. I look forward to your response.

Sincerely,

Mark Gunlogson