**LETTER TEMPLATE  
ENGINEERING COVER LETTER**

**[Date]**

Manager’s Name

HR Manager

Company Name

Company Address

Dear **[hiring manager’s title and last name, or their first name],**

I found your advertisement for the **[Engineering Internship]** and am very interested in the position. My experience in **[engineering]** and ability to **[#1 skill]** and **[#2 skill]** make me the perfect candidate for the job. I know my skillset and industry knowledge will be invaluable to **[name of the company/organization].**

I am most impressed by **[mention notable milestones or characteristics you appreciate about the company/institution]** and have some great ideas of my own to contribute. When I worked on **[mention a successful project/initiative you were involved in],** we managed to **[describe the result(s) of the project].** I believe your **[talk about a project or company initiative you are especially interested in]** will make waves in the industry and I’d feel privileged to be a part of such an innovative team.

During my studies at **[name tertiary institution],** I achieved **[describe accomplishment(s) and strengthen it with a statistic, if possible].** Most recently I attended **[mention relevant workshops/courses/training you’ve completed]** that helped me sharpen my **[list key skills or valuable attributes].**

I have attached my resume and **[mention any other documents that were requested, if applicable].** If you like my ideas, I have many more I’d like to discuss with you.

Sincerely,

**[Full name]**