**ENGINEERING COVER LETTER**

2/20/20XX

Karen Trintignant

Engineering Lead

SiniTrode Global

1235 Patterson Fork Road

Chicago, IL 60616

Dear Karen,

Leading the team that increased production efficiency by 35% in Raytheon IADC Metal Fab was one of the proudest events of my life. Your opening in engineering at SiniTrode Global is the logical next step.

SiniTrode's commitment to Continuous Improvement is well known in engineering circles.

Here are a few of the ways I feel I fit the job:

* At Raytheon, slashed department costs by 28% and cut lead times 22%
* At BAE, increased employee engagement in Lean program 42%
* Cut rework 25%
* Lean/Six Sigma Black Belt

With ten years of experience in engineering, I'm certain I can reproduce those results at SiniTrode. More importantly, your mission to deliver the world's best artificial hearts is incredibly motivating, especially since I lost my father to a heart attack when I was ten.

Can we set aside some time to discuss how my achievements at Raytheon and BAE can translate to real customer success for SiniTrode?

Best Regards,

Frank Gillespie