**MECHANICAL ENGINEER COVER LETTER**

Today’s Date

Karen Yuratovac

HR Director

XYZ Inc.

4985 Tenmile Road

Bedford, MA 01730

Dear Karen,

As a big fan of XYZ’s products, I was very excited to see your mechanical engineer position advertised on your site. In my current position as a mechanical engineer at ABC, I increased process efficiency by 18% through improved planning, design, and development. I know your #1 goal right now is to improve efficiency, which is why this role is the perfect fit for me.

I know the most important job qualifications for this opening are proficiency at CAD, client interaction, and optimizing workflows. In my 5+ years as a mechanical engineer at ABC, I designed 53 products using CAD. I developed relationships with 47 clients representing over $20 million in business contracts. I also led the drive to change our layout to u-shaped cells with single-piece flow, resulting in a 50% reduction in waste in just six months. Another reason I’m so enthusiastic about this job at XYZ is your renowned employee development drive. Taking advantage of your internal and external professional development resources would be a dream come true.

Could we set aside some time next week to talk about slashing waste and speeding up delivery times at XYZ?

Sincerely,

Signature

Steve Hightower,

Mechanical Engineer

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