**Engineering Manager Cover Letter**

Dear Ms. Howland,

I am applying for the Engineering Manager Position available with Olam Americas, Inc.

I have an engineering degree and I worked as an Engineering Assistant Manager for three years before moving to the area. During this time, I assisted the manager with conducting interviews and hiring new employees. I also assisted in evaluating existing employees and looking for ways to enhance production while maintaining top efficiency.

My experience includes assisting in the creation of project plans, presenting proposals and determining the estimated cost of projects. I have experience performing administrative task such as documenting projects, creating operations schedules, bookkeeping and keeping track of payroll. I also compiled project data, produced statistical reports and I created budget reports.

I am familiar with the tools used in engineering and I have the ability to purchase new equipment, tools and materials when needed. I have personally overseen small projects where I led my own team and I can provide technical support to teams working on-site when problems occur.

I have experience bidding for engineering contracts and negotiating the terms and conditions of new jobs before signing the agreements. I am used to working long hours, traveling to sites to oversee projects and striving to meet tight deadlines. I am available after hours in case of an emergency and I am confident that I can be a great addition to your engineering team.

My phone number is (555)-555-5555 and I look forward to meeting with you to discuss the details of this position in person.

Respectfully,

John Romero

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