

## Sample Cover Letter for Engineering Students (Fr./Soph. level)

1234 Oak Avenue  
Bowling Green, KY 42101

February 1, 2012

Mr. Keith Franklin  
Vice President of Engineering  
ABC Technologies  
1234 Worth Drive  
Cincinnati, OH 45671

Dear Mr. Franklin:

I am applying Mechanical Engineering internship position that was posted with Western Kentucky University's Career Services Center this week. Based on the requirements for the position, it fits very well with my education and career interests.

I am currently pursuing my B.S. Degree in Mechanical Engineering with an anticipated graduation date of May 2014. I have taken various freshman and sophomore engineering courses and have a strong background in math and physics. Since September 2011, I have been working in the engineering prototyping facility at Western Kentucky University. This position has allowed me to apply my knowledge in a hands-on setting. While I am gaining good experience as a student worker, an internship with ABC Technologies will help me to become fully immersed in an engineering environment and learn more about manufacturing systems and design standards.

Please find my attached resume with additional information about my education, experience and professional memberships. I would appreciate the opportunity to discuss my qualifications for the internship more fully in an interview. I can be reached at (270) 555-1234 or by email at: [gregory.jones154@topper.wku.edu](mailto:gregory.jones154@topper.wku.edu). Thank you for your consideration and I look forward to talking with you soon.

Sincerely,

Gregory T. Jones

Class of '26 Hall, Room 5215  
Cornell University  
Ithaca, NY 14853  
December 10, 1996

Mr. Brian Saed  
Director of High School Programs  
The Princeton Review  
2001 Route 46, Suite 410  
Westport, CT 06880

Dear Mr. Saed:

Please consider me for the assistant director position with The Princeton Review, which you advertised through Cornell MonsterTRAK. When researching your company I was impressed by the significant opportunities for advancement and am eager to begin just such a position after I graduate from Cornell in May.

During my undergraduate years, I have acquired considerable managerial and supervisory experience. While an administrative intern at a nursing home, I made significant contributions to the efficiency of the organization by analyzing the functions of seven departments and developing administrative systems to coordinate the efforts of 48 staff members. As program assistant in a Cornell residence hall, I supervise six resident advisors who, in turn, are responsible for 200 students. In my role as volunteer coordinator for the Catholic Church, I created and continue to oversee a corps of 50 adult and adolescent parishioners who plan social and educational activities for a parish of 1,000 members.

I have also learned how to motivate others as a volunteer basketball coach. As a coach, the most important qualities I teach are tenacity and perseverance. These same qualities helped me to make the Cornell varsity football team as a walk-on. I have carried a full academic load and volunteer schedule while working twenty-five hours a week to finance my education.

I believe that the analytical skills I have gained as a biology major, as well as my practical managerial experience in a variety of positions, would make me a valuable addition to The Princeton Review. I would welcome the opportunity to discuss my qualifications with you and will contact you within a week to arrange a time to meet. I will be available between December 26 and January 6 and on Thursdays or Fridays beginning January 16. Thank you for your consideration.

Very truly yours,

[Signature]

Eric Donahue  
Enclosure

*Sample cover letter for a mechanical engineering summer internship*

3718 Locust Walk, Suite 20  
Philadelphia, PA 19104

January 20, 2015

Mr. David Jones, Recruiter (address letter to an individual if a name is available)  
Consumer Products Company  
123 Pennsylvania Avenue  
Big City, PA 00000

Dear Mr. Jones:

I am writing to apply for the *R&D Product Development Summer Intern* position, found on the University of Pennsylvania's PennLink system. I am a junior pursuing a Bachelor of Science in Engineering, and majoring in Mechanical Engineering & Applied Mechanics at UPenn. With my engineering coursework and project experience, my innovative mindset and affinity for problem solving, and my history of successful team projects, I believe I am a strong candidate for this role.

As an undergraduate, I have balanced a rigorous course load and a number of extracurricular activities that have allowed me to enhance my skills relevant to this role. Specific to engineering, through my academic project work I have developed abilities in 3- D design and modeling, an understanding of materials, and have practiced different manufacturing technologies. For example, in my Machine Design and Manufacturing course, I along with two teammates created mechanical drawings and designs in SolidWorks. We then modeled, machined and assembled the parts of a working Stirling engine, meeting or exceeding all requirements and deadlines. I have also developed the strong interpersonal and communication skills required to succeed as the R&D Product Development intern; in addition to academic team projects that require collaboration and strong writing and presentation skills, I have been selected by my peers for a leadership role within Penn's Formula SAE team this year, and am an active member of our ASME chapter. Throughout all of my experiences, I have used my dedication to efficient and creative problem solving and my ability to prioritize and manage competing demands to positive ends. I am eager to apply my engineering knowledge and skills at the Consumer Products Company.

I am very interested in interviewing for this opportunity and look forward to learning more about your requirements. Attached, please find my resume for your consideration; it contains not only a further description of my Stirling Engine project, but a more in- depth review of other related projects and experiences that I would be glad to discuss with you. Please feel free to contact me at (215) 000- 0000 or by email at [student@upenn.edu](mailto:student@upenn.edu). Thank you very much for your consideration.

Sincerely,

Sarah Student

Attachment (1)

5295 Robinson Street  
Norman, OK 73072  
March 10, 20xx

Mr. Bennett Graham  
President  
Fortune, Inc.,  
789 Central Park West  
New York, NY 10001

Dear Mr. Graham:

I am writing in response to your Business Journal listing for an MIS technician. I will graduate from The University of Oklahoma this May with a BBA in MIS. As an experienced and successful MIS student and intern, I offer you all of the qualifications listed for the position—and then some.

As my resume illustrates, I possess the track record, technical knowledge, and expertise to effectively:

- Design, develop, implement, and support all MIS functions.
- Evaluate, recommend, and purchase hardware, software, and supplies.
- Manage, develop, and support multiplatform environments.

My work at a leading architectural design firm allowed me to utilize the best that today's computer technology has to offer from a more creative point of view than many other MIS students. As a result, I have an unusual talent for turning challenges into solutions that can yield profitable results.

I would be pleased to provide you with more information when we have the chance to meet. You may contact me any time at (405) 555-5555 so we can set up an appointment. I look forward to the opportunity of discussing my excellent credentials in further detail.

Thank you for your time and consideration.

Sincerely,

*Richard McCasland*

Richard McCasland

Enclosure

900 Asp Avenue  
Norman, OK 73019  
email@ou.edu  
(405) 325-1974

Month Date, Year

Mr. Dean A. Martin  
Hiring Manager  
A&B Construction  
123 Post Road  
Oklahoma City, OK 73003

Dear Mr. Martin:

I am applying for the Construction Project Manager position advertised through the *Resume Post* newsletter. My credentials and interest in the area are a strong match for your requirements and should be considered for the position.

I recently graduated with a Civil Engineering degree and have two years experience in Construction Project Management. I have worked extensively with Construction Project Managers in both the government and private sectors with responsibilities focusing on managing interning engineers to managing various crews. As an adaptable and versatile professional, I offer a willingness to learn new methods and meet demanding standards. A well-trained and professional Construction Project Manager is key to the growth and integrity of any organization. I am a highly qualified candidate for the position of Construction Project Manager.

If you would like to meet for a personal interview, please call me at (405) 325-1974 for a time that suits your schedule. I look forward to hearing from you and thank you in advance for accepting my letter and resume.

Sincerely,

*Handwritten Signature*

Typed Name

## SAMPLE ENGINEERING COVER LETTER (EMAIL SAMPLE)

Dear Mr. Reedier:

**(NOTE: If specific name is not known, then use “Dear Director of Human Resources:”)**

I am writing to apply for a full-time Chemical Engineering position at Colgate-Palmolive. As a senior in Chemical Engineering at Carnegie Mellon University graduating in May 2010, I am very interested in the development of consumer products. I welcome the opportunity to bring my research and engineering skills to Colgate-Palmolive's products.

As you can see from my attached resume, I developed my research and engineering skills through several internships and academic projects. During my internship at Procter & Gamble, I developed all aspects of a prototype for a newly conceptualized oral care product. By the end of my project, I was able to hand out samples of the product. My supervisors commended me for my communication and creative problem solving skills, and for my ability to work well with many different people within our development team.

I developed my leadership and interpersonal skills by being an active member of several organizations on the Carnegie Mellon campus. As president of the American Institute of Chemical Engineers, I am in charge of planning meetings, fundraisers, activities and our annual departmental banquet. While Service Chair for Lambda Sigma, the sophomore honor society, I organized service activities and motivated members to participate in the service events.

I look forward to learning more about career opportunities at Colgate-Palmolive. If you have any questions, please contact me at (412) 862-9999 or [pollymer@andrew.cmu.edu](mailto:pollymer@andrew.cmu.edu). Thank you for your consideration.

Sincerely,

Polly Mer

Attachment: resume

# A+ Engineering cover letter

Dear Ms. Johnson,

I would like to request your consideration for the position of iPhone Game Developer, which I saw advertised on CareerCup.com. I was particularly excited to see an opening within the Swords team, as this is one of what I consider to be the most addictive games. I've nearly uninstalled it from my phone but, well, I just couldn't. While the game play is fantastic as a whole, I've been particularly impressed with how the game leverages the iPhone features to implement realistic collisions.

Why do you want to work here, or want this job, or both

When I picked up the job description, I knew that not only was the position a perfect match for my interests, but I was a perfect match for its requirements. I have over three years of experience with writing mobile games, and pride myself on having an artistic eye despite being "just" a developer. I would love the opportunity to utilize both the artistic and the technical aspects of my brain. My games have been shipped to three mobile platforms, with over 100,000 downloads on the iPhone itself.

Emphasize your top skills, abilities and competencies that led to a quantifiable accomplishment (s) or result(s) –as related to the job  
*[adding appropriate humor and a bit of personality is appropriate]*

Additionally, I place high value on the long-term maintainability of a code base, and have implemented systems at my previous company to improve code quality. Most notably, I restructured our coding cycle to match industry best standards. Gone were the days of bang-it-out; developers needed to write design documents for any external APIs and have them peer reviewed by at least two people. All source must be code reviewed before being checked in. Bugs at the "critical" level dropped 19 percent with implementation of this new system.

I think that Swords and I could have a wonderful working relationship; we're compatible down to the last little detail.

Respectable close asking for the interview...You could also mention a date and time when you will follow-up

I look forward to talking with you more about this opportunity. Please contact me at 206-555-9323.

Thank you for your consideration.

Sincerely,  
Gayle Laakmann