

Undergraduate Cover Letter Sample: Engineering

Taylor Jones

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School Address

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Home Address

304 N. Oak Pkwy.
Arnold, MO
(573) 341-4343

Date

Name of Recipient

Title

Company Address

City, State Zip Code

Dear Search Committee,

I am graduating from Missouri University of Science and Technology in May of 2025 with a B.S. in Mechanical Engineering, and I am interested in the full-time Mechanical Engineer position **NAME OF COMPANY** has posted on Handshake. I am extremely impressed with **NAME OF COMPANY**, from the cutting-edge technology used to complete fascinating projects, to the focus placed on the health and safety of employees. I would consider it a privilege to work for such a prestigious company.

I believe I would be a great fit for the Mechanical Engineer position. Some of my abilities that would be useful in this position include:

- Excellent academic performance in Machine Dynamics and Engineering Design coursework
- Internship with supervisory and design experience
- Hands-on experience with small engine restoration and repair
- Leadership experience on Formula SAE Team
- Extensive mechanical drawing and modeling experience
- Ability to solve practical and theoretical problems

I would greatly appreciate a few minutes of your time to look over my enclosed resume and the opportunity to talk with you about a full-time position with **NAME OF COMPANY**. You may reach me at (573) 341-4343, or by email at: name@mst.edu. I look forward to hearing from you soon.

Sincerely,

Your Name