

Cover Letter Sample Reflecting your Work & Study Experience

(The following tips and samples are edited from *Lessons From Abroad Conference* Handout, San Diego, CA, Feb., 2012)

(Your address)

(Date)

(Addressee address)

Dear xxx:

I am forwarding you my resume because one of your recently hired employees, *Some Person*, informed me of possible job opening in mechanical engineering. I am very interested and would appreciate your consideration as a candidate for the position of development engineer.

I first learned of (company name) in a machine dynamics class taught by Dr. xxx. The technology involved was very interesting. I have much experience with automobiles and would like to work in the field while remaining in xxx. Automobile engines have been an area of great appeal and I have built and worked on a number of them. During the last two years of FSAE, I performed a considerable amount of work on our fuel injection system.

You will note from the enclosed resume that I have many of the attributes that you are seeking for this position. Please consider the following:

1. B.S. in Mechanical Engineering from xxx University
2. Internship with manufacturing experience with PCC Composites
3. Internships with integration experience in xxx
4. Team leadership experience with xxx
5. Cross-cultural experience from studying and working in xxx for one year

During my three years of working at PCC Composites I gained a broad understanding of manufacturing. I saw how parts were taken from engineering prints through prototyping and finally to a full production run. I also performed multiple research projects that eventually were instituted in production. My study and work abroad experience are also an asset because I learned to view problems from a culturally different perspective. Additionally, I am able to adapt to changing environments with ease and to work with people of diverse backgrounds.

I would be pleased to have the opportunity to discuss this position with you during a personal interview. I can be reached at xxx (phone number). I will contact your office in the next ten days to see if there is any further information that is needed. Thank you for your time and consideration.

Sincerely,

xxx