



# MECHANICAL ENGINEER

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[Today's Date]

[Hiring Manager's Name]

[Company Address]

[Company City, State, XXXXX]

[(XXX)-XXX-XXXX]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

My name is [your name] and I have been working with [previous employer] for the last [number of years]. The description you've outlined for the mechanical engineer position at [company name] strongly matches my experience and qualifications, especially prototype design of industrial machine components. As such, I am highly interested in joining your team.

I have a B.S. in Mechanical Engineering from U.C. Berkeley and have worked as a mechanical engineer for [number of years]. In my time at [previous employer] I was able to:

- Develop three prototype components of the SuperDrill 9000 that was commercially employed;
- Act as lead machinist and component designer on four separate engineering products for [previous employer];
- Win "Best Machinist – Western Region" - nominated twice

I am aware that [company name] has been engaged in some exciting projects and initiatives in the industry in recent years, especially with [project name or activity]. As you can see, I have been involved in similar work and know I could greatly contribute to [company name]'s goals in the future.

Thank you for taking the time to read my application and for your consideration. I would love to come in for an interview and am looking forward to hearing from you. I understand you've probably received a number of applications, so I will check in next week if I haven't heard anything by then. Thank you again for your time and consideration.

Sincerely,

[Your Name]

# Mechanical Engineer Employment Reference Letter

**Clifford Lane**



## **Mechanical Engineer Employment Reference Letter:**

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