

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at [Company Name] as advertised on [where you found the job listing]. As a recent engineering graduate from [Your University], I am eager to begin my professional journey in engineering and contribute to your team with my technical knowledge, strong work ethic, and passion for problem-solving.

During my studies, I completed coursework and projects that have equipped me with a solid foundation in [relevant engineering skills or technologies]. For example, my capstone project involved [briefly describe an engineering project or internship], where I gained hands-on experience in [list key skills or technologies relevant to the job]. Additionally, my internship at [Company/Organization] allowed me to further develop my abilities in [mention specific tasks or experiences].

I am pleased to provide a reference from [Professor/Mentor/Employer Name], who was my [professor/supervisor/mentor] during my time at [University/Company]. [He/She/They] can attest to my technical capabilities, dedication, and ability to work effectively both independently and within a team environment. Enclosed is a letter of recommendation from [him/her/them], which I believe underscores my suitability for this opportunity.

Thank you for considering my application. I am excited about the prospect of contributing to [Company Name] and am eager to bring my dedication and skills to your esteemed team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule an interview. I look forward to discussing how I can contribute to your organization.

Sincerely,  
[Your Name]