

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

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

Dear Hiring Manager,

I am writing to express my strong interest in the Engineering Graduate position at **[Company Name]**, as advertised on your careers page. As a recent graduate of **[Your University]** with a Bachelor's degree in **[Your Engineering Major]**, I have built a solid foundation in engineering principles. Combined with my demonstrated leadership skills, I am excited for the opportunity to contribute to your innovative engineering team.

Through my academic journey, I consistently prioritized both technical mastery and leadership development. As the team lead in our senior design project, I successfully coordinated a group of five peers to design and construct an energy-efficient robotic arm, resulting in our team earning first place at the **[University's Engineering Expo]**. In this role, I scheduled regular progress meetings, delegated tasks according to team members' strengths, and troubleshoot technical challenges collaboratively, ensuring project milestones were met ahead of schedule.

My internship at **[Previous Company/Organization]** further honed my technical and interpersonal skills. Working with multidisciplinary teams, I assisted in streamlining a manufacturing process that increased throughput by 12%, while taking the initiative to lead weekly debriefs that improved team communication and accountability. My ability to adapt under pressure and motivate peers was commended by my supervisor in my final evaluation.

I am passionate about leveraging both my engineering knowledge and leadership capabilities to help **[Company Name]** achieve innovative breakthroughs. I am confident that my proactive approach to problem-solving, combined with my collaborative spirit, will allow me to make an immediate impact within your team.

Thank you for considering my application. I am eager to discuss how my background, skills, and enthusiasm align with the needs of your organization. I look forward to the potential opportunity to contribute to **[Company Name]**'s continued success.

Sincerely,
[Your Name]