

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

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

Dear [Employer's Name],

I am writing to express my interest in the [Position Title] position at [Company Name], as recently discussed with [Referral's Name], who is a [Referral's Position, e.g., Senior Engineer/Colleague] at your organization. [Referral's Name] highly recommended your team, and after learning more about your innovative projects, I am eager to contribute and launch my engineering career with your company.

I graduated with a Bachelor of Science in [Your Engineering Major] from [Your University], where I gained a solid foundation in core engineering principles and honed my skills in [list 2-3 technical skills or tools relevant to the job, e.g., AutoCAD, MATLAB, SolidWorks]. Through internships, hands-on projects, and collaborative coursework, I developed a keen interest in [specific field or technology, e.g., sustainable design, product development, embedded systems], and learned the value of teamwork, adaptability, and creative problem solving.

My academic experience has prepared me to quickly adapt to new challenges and technologies. I have demonstrated a strong work ethic, continuous learning, and a commitment to delivering high-quality results in dynamic environments. I am excited by the prospect of applying my skills and enthusiasm to your current and future projects, and I am confident that my fresh perspective and strong technical background would allow me to make a valuable contribution to your team.

I appreciate your consideration of my application. Thank you for your time. I would welcome the opportunity to discuss how my background, skills, and interest in engineering innovation align with the goals of [Company Name]. Please feel free to contact me at [Phone Number] or [Email Address] to schedule an interview.

Sincerely,
[Your Name]