

Cover Letter Template

[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'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 Posting]. I am a recent graduate from [Your University] with a degree in [Your Engineering Major]. Having developed a strong foundation in [Key Engineering Skills/Fields] through my coursework and hands-on projects, I am eager to contribute to your team and grow as a professional engineer.

During my academic journey, I completed significant coursework in [Relevant Subjects or Software], and gained practical experience through [Internship/Project], where I successfully [Briefly Describe Achievement or Role]. In particular, my involvement in [Project Name or Experience], honed my skills in [Specific Tools/Techniques], and fostered my ability to work collaboratively to solve complex engineering challenges.

I am especially drawn to [Company Name] because of your commitment to [Specific Company Value/Project/Industry], and I am confident that my passion for engineering and my dedication to continual learning align well with your team. I am excited for the opportunity to bring my technical expertise, strong problem-solving skills, and enthusiasm to your organization.

Enclosed is my resume, which provides further details about my education and experience. I would be delighted to discuss my qualifications in more detail at your convenience. Thank you for considering my application.

Sincerely,
[Your Name]

Simple Resume Template (for Reference)

[Your Name]
[Your Address] | [Phone Number] | [Email Address]

Objective

Recent engineering graduate seeking the [Position Title] position at [Company Name] to apply technical proficiency and strong problem-solving abilities in a dynamic team environment.

Education

Bachelor of Science in [Engineering Major]
[University Name], [City, State] - [Month, Year] of Graduation

Relevant Coursework

- [Course 1]
- [Course 2]
- [Course 3]

Projects

[Project Title] - [Brief Description of Project & Your Role]

Internship Experience (if any)

[Company Name], [Position] - [Month, Year]

- [Responsibility/Achievement]

Technical Skills

- [Software/Tools/Skills relevant to position]

Extracurricular Activities

- [Club/Volunteering/Leadership Experience]

References

Available upon request.