September 14, 2022

Jane Doe

Director of Operations

GE Energy

123 Indiana Lane

Oklahoma City, OK

Re: Edison Engineering Development Program

Dear Ms. Doe:

Your job description for a mechanical engineer in the Edison Engineering Development Program matches my qualifications, and I am extremely interested in the opportunity to work as an Edison Engineer for GE Energy.

I will be graduating in May 2013 with a B.S. in Mechanical Engineering from Trine University in Angola, Indiana. Through my coursework and internship experience I have a broad based understanding of mechanical engineering as well as the ability to work with others. I have taken a variety of classes that deal with systems analysis and design of energy systems. I am passionate about developing sustainable energy solutions to problems impacting the world today as well as in the future.

I have completed two internships while in college, the first at CNC Precision Machining and the second, most recently, at Toyota Motor Manufacturing Indiana. As an intern at CNC, I was able to experience working for a small defense contractor. My main project for the summer was designing a new plant layout to increase efficiency and reduce downtime. Working at Toyota was a completely different experience; I was able to experience working at a multi-national company with thousands of employees. I learned a lot about how a large company operates and was given numerous opportunities to volunteer in the community. While at Toyota I completed a major design project concerning the application of hot butyl to doors. Butyl is an expensive sealant applied to doors to prevent water damage. I was able to design and build a training station that will standardize the application of hot butyl while resulting in a significant cost savings for Toyota.

I am enthusiastic about the position and the organization and am confident I can quickly contribute to your organization! I look forward to the opportunity to speak with you further about the position. Thank you for your consideration. Please contact me by cell at (111) 555-2222 or email at jastudent@my.trine.edu. I look forward to speaking with you!

Sincerely,

Jessica A. Student

Jessica A. Student

Enclosure: Resume and Recommendation Letters