**YOUR NAME**

**Address, City, State Zip Code**

**Phone Number Email Address**

March 23, 2025

Mr. Phillip Smith

VP – Engineering

ABC Corporation

One Industry Plaza

Anytown, NY 12096

Dear Mr. Smith:

I have over seven years of engineering experience and am responding to your recent advertisement for a Project Engineer. While my resume is enclosed, I have highlighted below how my skills relate to your stated requirements.

|  |  |
| --- | --- |
| **YOUR REQUIREMENTS** | **MY EXPERIENCE** |
| A recognized engineering degree plus several years of practical experience | Obtained a BS degree in Mechanical Engineering in 1992 from N.C. State University and have over seven years of practical experience. |
| Excellent people skills and demonstrated ability to motivate staff. | Effectively managed a staff of five building maintenance technicians. |
| Strong administrative and analytical skills.  | Proven administrative and analytical skills. |
| Good oral and written communication skills.  | Trained two new technicians via daily coaching sessions, communication meetings and technical skill sessions. |

I believe my background provides the skills you require for this position. I would welcome the chance for a personal interview with you to further discuss my qualifications and will call you next week to determine the best time for us to meet.

Sincerely,

Lucinda Aimen

Enclosure