

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Entry Level Mechanical Engineer position at [Company Name]. I was recently informed of this opening by [Referral Name], who currently works as a [Referral's Job Title] within your [Department Name] department.

As a recent Mechanical Engineering graduate from [University Name], I have developed a strong foundation in [Key Technical Skill 1], [Key Technical Skill 2], and [Software, e.g., SolidWorks/AutoCAD]. My academic projects, including my senior design project focused on [Project Topic], allowed me to apply theoretical principles to practical mechanical solutions and collaborative team environments.

During my internship at [Former Company/Organization], I contributed to [Specific Task or Accomplishment], which refined my ability to [Specific Skill, e.g., troubleshoot complex assemblies or conduct thermal analysis]. Having followed [Company Name]'s recent work in [Specific Industry/Project], I am eager to bring my technical aptitude and problem-solving mindset to your engineering team.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my background aligns with the goals of [Company Name].

Sincerely,

[Your Name]