

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Date]

[Hiring Manager Name]
[Department Name]
[Company Name]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my interest in the [Position Title, e.g., Senior Mechanical Engineer] position at [Company Name]. I was referred to this opportunity by [Employee Name], currently a [Employee Job Title] within the [Employee's Department], who suggested my background in mechanical design and systems analysis would align well with your team's objectives.

With a [Degree Name] in Mechanical Engineering and [Number] years of experience, I have developed a strong proficiency in [Key Technical Skill 1], [Key Technical Skill 2], and [Specific Software, e.g., SolidWorks/AutoCAD]. In my previous role at [Previous Company], I successfully led projects involving [Brief Description of a Major Project or Achievement], resulting in [Quantifiable Result, e.g., a 15% increase in production efficiency].

My technical expertise is complemented by my ability to collaborate across multidisciplinary teams to solve complex engineering challenges. Having discussed the company culture and upcoming projects with [Employee Name], I am particularly impressed by [Company Name]'s commitment to [Specific Company Value or Recent Innovation] and am eager to contribute my skills to your ongoing success.

I have attached my resume for your review and look forward to the possibility of discussing how my experience can benefit the [Specific Team Name] team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]