

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

[Date]

[Hiring Manager Name]
[Job Title]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having followed [Company Name]'s recent innovations in [specific industry/project], I am eager to contribute my technical expertise in mechanical design and systems engineering to your esteemed team.

With [Number] years of experience in the [Specific Industry] sector, I have developed a robust background in [Key Skill 1, e.g., CAD modeling], [Key Skill 2, e.g., thermal analysis], and [Key Skill 3, e.g., project lifecycle management]. In my current role at [Current/Previous Company], I successfully [mention a quantifiable achievement, e.g., reduced manufacturing costs by 15% through optimized component design]. I am confident that my proficiency with tools such as [Software, e.g., SolidWorks, ANSYS, or AutoCAD] and my commitment to rigorous safety standards align with the technical requirements of this role.

[Referral Name] mentioned your team's current focus on [Specific Project or Goal], and I believe my previous work on [Related Project/Technology] provides me with a unique perspective that would allow me to contribute immediately to these initiatives.

I have attached my resume for your review and welcome the opportunity to discuss how my mechanical engineering background and problem-solving skills can support [Company Name]'s engineering objectives. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]