

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Project Mechanical Engineer position at [Company Name]. I was recently informed of this opening by [Referral Name], who currently works as a [Referral Job Title] within your organization and suggested that my background in mechanical design and project management would be a strong fit for your team.

With [Number] years of experience in the [Industry Name] sector, I have successfully led multidisciplinary projects from initial concept through to final manufacturing. My expertise includes [Specific Skill 1, e.g., CAD/SolidWorks modeling], [Specific Skill 2, e.g., thermal analysis], and [Specific Skill 3, e.g., lifecycle testing]. In my previous role at [Previous Company], I managed a project budget of [Amount] and improved production efficiency by [Percentage].

I have long admired [Company Name]'s reputation for [mention a specific company achievement or value], and I am eager to apply my technical problem-solving skills to help your team achieve its upcoming goals for [mention a specific project or department if known].

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 experience aligns with the needs of your engineering department.

Sincerely,

[Your Name]