

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Application for Entry Level Building Systems Engineer - [Job Reference ID]

Dear [Hiring Manager Name/Hiring Committee],

I am writing to express my strong interest in the Building Systems Engineer position at [Company Name]. As a recent graduate with a [Degree Type, e.g., B.S. in Mechanical/Electrical/Architectural Engineering] from [University Name], I am eager to apply my academic foundation in HVAC, electrical, and plumbing (MEP) systems to contribute to your engineering team.

During my academic career, I focused on [Specific Subject, e.g., Thermal Dynamics or Building Automation]. My senior capstone project involved [Brief Description of relevant project, e.g., designing an energy-efficient HVAC system for a commercial space], where I gained proficiency in [Software Name, e.g., AutoCAD, Revit, or Trane TRACE]. Additionally, my internship at [Former Company] allowed me to assist in [Specific Task, e.g., conducting site surveys and reviewing submittals], honing my understanding of building codes and sustainable design standards like LEED.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Project or Value, e.g., innovative BIM integration]. I am a detail-oriented problem solver with a commitment to enhancing building performance and energy efficiency. I am confident that my technical skills and proactive approach to learning will make me a valuable asset to your firm.

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

Sincerely,

[Your Signature if sending by mail]
[Your Printed Name]