

[Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the **HVAC Mechanical Engineer** position at [Company Name], as advertised on [Platform/Source]. With a strong background in thermodynamics, fluid mechanics, and [Number] years of experience in designing high-efficiency mechanical systems, I am confident in my ability to contribute to your engineering team.

In my previous role at [Previous Company], I specialized in the design and implementation of complex HVAC systems for [Commercial/Industrial/Residential] projects. My technical expertise includes performing detailed heat load calculations, selecting air handling units, and designing ductwork and piping layouts using [Software: e.g., Revit MEP, AutoCAD, or Trace 700]. I have a proven track record of ensuring all designs comply with ASHRAE standards, local building codes, and LEED sustainability requirements.

Key highlights of my professional experience include:

- Managing the full project lifecycle from conceptual design through to construction administration and commissioning.
- Optimizing energy consumption in existing facilities, resulting in a [Percentage]% reduction in utility costs.
- Collaborating with architects and electrical engineers to integrate mechanical systems seamlessly into overall building structures.
- Conducting site inspections and troubleshooting mechanical failures to ensure system reliability and safety.

I am particularly drawn to [Company Name] because of your reputation for [specific company achievement or value]. I am eager to bring my technical proficiency and commitment to sustainable engineering to your upcoming projects.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in HVAC system design can support the goals of [Company Name].

Sincerely,

[Your Name]