

**[Your Full Name]**

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Selection Committee], **Re: Mechanical Engineer (HVAC) - [Job Reference Number]** I am writing to express my interest in the HVAC Mechanical Engineer position at [Company Name]. With a [Degree Type] in Mechanical Engineering and [Number] years of experience in thermal systems design and building services, I am confident in my ability to contribute to your engineering team. In my current role at [Current/Previous Company], I have specialized in the design, load calculation, and optimization of complex HVAC systems for [Commercial/Industrial/Residential] projects. My technical expertise includes:

- Performing heating and cooling load calculations using [Software like TRACE 700, HAP, or Revit].
- Designing ductwork, piping layouts, and plant room specifications in compliance with ASHRAE and local building codes.
- Conducting energy audits and implementing sustainable LEED-certified HVAC solutions.
- Coordinating with architects, structural engineers, and contractors to ensure seamless MEP integration.

I am particularly drawn to [Company Name] because of your recent work on [Specific Project or Company Initiative]. My proficiency in [Specific Tool, e.g., AutoCAD, BIM/Revit, or CFD analysis] combined with my hands-on experience in system commissioning and troubleshooting allows me to deliver high-performance mechanical solutions from conceptual design through to installation. Thank you for your time and consideration. I look forward to the possibility of discussing how my technical background and commitment to energy efficiency can support the goals of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]