

Left justify everything

Your Name
Address
Phone with hyphens only
Email address that will work for 6 months

Senior Steve
170 Engineer Rd.
Springfield, MA 01773
500-600-8400
senior.steve@uvm.edu

Skip a line

March 10, 2015

Date

Skip a line

Mr. Benjamin Hardy
Director of Engineering
Hayward Tyler Inc.
480 Roosevelt Highway
Colchester, VT 05446

Employer Name
Title Capitalized
Company Name
Address

Skip a line

Dear Mr. Hardy:

Salutation followed
by colon

Skip a line

I am writing to apply for the position of engineering intern at your facility in Colchester, VT. This position highlights all of the qualities that I have been looking for in an internship, such as hands on design, analysis, and testing of mechanical equipment. The prospect of working with a design engineering team in a professional setting, while producing meaningful research and products is exciting to my interests as a mechanical engineering student.

Introduction:
- Position applying to
- Why interested
- Usually degree & class here

Skip a line

I believe that I am an ideal candidate for this position with Hayward Tyler. As a senior mechanical engineering student at UVM, I have had the opportunity to work on numerous design projects that required working efficiently and professionally in teams to overcome specific challenges or innovate solutions for a given problem. I have often held leadership roles among these groups by pioneering work efforts, communicating information between the client and the team, organizing group meetings, and ensuring that task were to be completed on time. I have also spent two semesters as a teaching assistant in charge of teaching first-year students how to use SolidWorks 3D-CAD software. I was in charge of handing out assignments, grading assignments, assisting students, and administering tests in a computer lab setting. This experience not only strengthened my abilities with SolidWorks, but provided me the opportunity to help others learn and improve their skills as well.

Body:
- Why you are the ideal candidate
- Explain experiences & skills & why they are relevant to the job you are applying to

Skip a line

I am very excited to have the opportunity to apply for this position, and I know that I can bring a hard-working ethic and professional demeanor to this position. Thank you in advance for your time and consideration. Should you need any information or have any questions for me, my phone number and email are listed above. I look forward to speaking with you in the coming weeks.

Closing:
- Express interest & excitement
- Thank employer
- Indicate how/when you can be contacted

Skip a line

Sincerely,

Salutation,
signature, & name

Senior Steve

Margins should be about 1 inch all around if possible. This example does not follow this rule to allow for annotation.

Keep it to one page unless the employer asks for a letter of interest or something that requires more information.

Senior Steve
170 Engineer Rd.
Springfield, MA 01773
500-600-8400
senior.steve@uvm.edu

Letter is free from grammar & spelling errors, formatted correctly, professional, and well-written

March 10, 2015

Mr. Benjamin Hardy
Director of Engineering
Hayward Tyler Inc.
480 Roosevelt Highway
Colchester, VT 05446

Expresses interest and excitement

Position NOT capitalized

Dear Mr. Hardy:

I am writing to apply for the position of engineering intern at your facility in Colchester, VT. This position highlights all of the qualities that I have been looking for in an internship, such as hands on design, analysis, and testing of mechanical equipment. The prospect of working with a design engineering team in a professional setting, while producing meaningful research and products is exciting to my interests as a mechanical engineering student.

Demonstrates knowledge of position. Could be improved by stating what specific type of mechanical equipment the company specializes in (pumps & electric motors)

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These were all specific required qualifications specified in job description.

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Highlights what he can offer & focuses on professionalism

Sincerely,

Thanks them & is generally positive & professional

Senior Steve

EXAMPLE #1

Sophomore Sue
8 Driver St.
Colchester, VT 05676
802-315-5555
sophosue@uvm.edu

March 11, 2015

City of Burlington Department of Public Works
645 Pine St. Suite A
Burlington, VT 05401

Dear City of Burlington Department of Public Works Hiring Team:

Please accept these application materials for the seasonal engineering intern position at the City of Burlington Department of Public Works. The University of Vermont College of Engineering and Mathematical Sciences Internship Program brought this position to my attention. Not only am I interested in further developing my skills in civil engineering, but I am particularly attracted to the City of Burlington because of its mission to be a steward to infrastructure and the environment in the Burlington community by delivering efficient, effective and equitable public services. This speaks to my principles and reflects the core values of my field of study, sustainable engineering.

At my former position with the Town of Essex Public Works Department in Essex, Vermont, I gained a valuable experience working for a municipality as a temporary engineering intern. I worked closely with staff engineers and other interns to complete many different projects including field condition inventories on all town catch basins and outfalls, water quality testing, and the collection of traffic data. I analyzed those data and wrote technical reports, gained experience interpreting blueprints and specifications, and worked in a collaborative team. In addition to my internship experience, I am also involved in a number of extracurricular activities that have given me valuable experience handling multiple projects at the same time, working with diverse populations, and working both independently and part of collaborative teams. I believe my skills, work ethic, and dedication would make me an effective seasonal engineering intern with the City of Burlington Department of Public Works.

Attached, please find my resume. I look forward to an opportunity to further discuss this position and my qualifications. Please do not hesitate to contact me at 802v 315v 5555 or by email at sophosue@uvm.edu with any questions. Thank you for your time and consideration.

Sincerely,

Sophomore Sue

EXAMPLE #2

Junior Jeff
200 Engine Ave.
Burlington, Vermont 05408
200-500-5999
junior.jeff@gmail.com

March 17, 2015

Hayward Tyler, Inc.
480 Roosevelt Highway
Colchester, VT 05446

To Whom This May Concern:

I am writing to apply for the engineering intern position listed through the University of Vermont (UVM) College of Engineering and Mathematical Science's Internship Program. Last May, I toured your impressive facilities and interviewed for a similar internship position. As a student pursuing a degree in mechanical engineering, I am still interested in this position because it combines my interests in electronics and emerging energy technologies with my skills in mechanical design and thermofluid engineering.

I believe that I am well suited for this position because of my experience and interest in fluid systems and energy generation. My experience draws not only from the classroom and its associated projects, but also my own hobbies and extracurricular activities. As part of a design course, my team and I are designing and simulating parts of a system to ease the difficult transfer in and out of adaptive ski equipment from wheelchairs for people with disabilities. I am also an active member of UVM's Alternative Energy Racing Organization where I have the opportunity to use my design and fabrication skills to gain knowledge about electronic systems. Through designing and fitting components with SolidWorks and ordering and building cooling systems, I have learned many skills that go above and beyond what is typically taught in a classroom environment. On my own, I have been researching control methods, sourcing components, and writing code to build a temperature controlled fermentation system for home brewing and yogurt making that can be controlled from the Internet. An internship with Hayward Tyler would allow me to apply my knowledge and analytical skills in a professional engineering setting, while constantly learning about the industry and its design requirements.

I would truly appreciate an opportunity to meet with you to discuss how my qualifications will be beneficial to your organization's success. Please find my resume attached along with references. Feel free to contact me at 200g 500g 5999 or junior.jeff@gmail.com.

Sincerely,
Junior Jeff

EXAMPLE #5

Senior Steve
170 Engineer Rd.
Springfield, MA 01773
500-600-8400
senior.steve@uvm.edu

March 10, 2015

Mr. Benjamin Hardy
Director of Engineering
Hayward Tyler Inc.
480 Roosevelt Highway
Colchester, VT 05446

Dear Mr. Hardy:

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Sincerely,

Senior Steve