

SAMPLE COVER LETTER - ENGINEERING

RICHARDO VALLEJO

January 1, 2016

Engineering 111
1 Engineering Road
Austin, TX 78709

Dear Mr. Bogosian:

I am writing to inquire about internship opportunities at Engineering 111. I received a Bachelor's degree in Mechanical Engineering from the National University of Engineering in Lima, Peru in May 2015 and have been working as a Mechanical Engineering Tech at Consorcio de Ingenieria Electrom since then. The wide variety of products at Engineering 111 is very appealing to me as I hope to broaden my experience in engineering through an internship with your company.

I have been fortunate to work in positions where I can directly apply my educational background while expanding my knowledge of process improvement techniques and engineering software. In my current position I work with the engineering team to produce a range of products for the security industry, from the initial sample through the first production run. As a Manufacturing Engineering intern at Consorcio Industrial Valsa, I learned to analyze data for improving assembly procedures.

During breaks from University, I was a Project Coordinator in the construction industry and had the opportunity to work in a fast-paced environment where a team of Project Managers relied on the accuracy and efficiency of my work.

I will be on a J-1 Exchange Visitor Program which allows me to legally train in the U.S. for up to 12 months as an intern and up to 18 months as a trainee. My designated sponsor will assist with visa sponsorship and support me throughout the internship.

I believe my educational background and work experience are a good match for an internship at Engineering 111 and I would be a dedicated member of the team. I welcome the opportunity to talk with you in person about potential opportunities and can be reached at 617.505.4325 or via email.

Yours truly,

Ricardo Vallejo

SAMPLE RESUME - ENGINEERING

RICHARDO VALLEJO

EDUCATION

National University of Engineering– Lima, Peru May 2015
Bachelor in Mechanical Engineering
American University – Portland, Maine Spring 2014

Semester abroad

WORK EXPERIENCE

Consorcio de Ingenieria Electrom

Mechanical Engineering Tech June 2015 – Present

- Implement mechanical modifications by drilling and cutting sheet metal fabrication
- Utilize software diagnostic programs to perform system testing
- Create engineering change orders
- Coordinate with engineers to prepare new products for serial production

September 2014 – May 2015

**Consorcio Industrial
Valsa Manufacturing
Engineering Intern**

- Provided technical support for production of three different products
- Ensured process improvement of analytical instrumentation and related assemblies
- Developed familiarity with assembly procedures and testing of parts, related controlling software and data analysis

Inmobiliaria e Inversiones Patricia S.A. May 2014- August 2014

Construction Project Coordinator

- Prepared, edited, proofed, and issued construction correspondences, contracts, submittal logs, and meeting minutes
- Processed expenses, certifications of insurance, and lien waivers for ten ongoing projects
- Assisted Project Managers with administrative details of project execution

ADDITIONAL SKILLS

Fluent English, Auto CAD, MS Office Suite, Outlook, Photoshop, Illustrator