James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Cover letter for the position of Mechanical Maintenance Engineer

Dear

I wish to join your company in the position of mechanical maintenance engineer on any day. I know before joining, I will appear for the interview, and I am feeling extremely excited about it. I believe that I will be the perfect selection for the role of mechanical maintenance engineer that you have posted online. I saw it on [name of jobsite].

This is my application letter where in I am stating about my qualification and experience for this particular field of mechanical maintenance engineering. I would like to state why I feel capable for the position of mechanical maintenance engineer in your respective company of yours.

I completed my engineering in the mechanical field from the University of [university name] and scored above [percent]

I have also learned software applications from [computer institute name] and applied in my professional activities in the field of the mechanical maintenance engineer.

I have been responsible for supervising the maintenance work done by the laborers in every company I have worked. I started my career at [name of first company name] in the role of the junior mechanical maintenance engineer.

As per the instructions of the seniors, I have created records for the equipment which demanded repair and that I updated on the computer and I had to report to the seniors.

I had made sure that the equipment are repaired and started functioning to make the production operation run.

I am quite optimistic of achieving my goals by working in your company. I am definite that with my makeover plans for the equipment of the production unit of your company, turnover of your company will surely increase.

I am confident that you will appreciate for my work. Quite recently, I was awarded as the best employee of [name of current company] for repairing the machinery in the plant area, enhancing the profit and the brand image of the company.

I am ready to discuss all the details about my achievements as a mechanical maintenance engineer with the hiring team members of your company.

Thanking You,

Sincerely,

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]