

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 Technician

Dear

I am certain of my success in my career as a mechanical technician when I join your company. I have been serving in this position for more than [timespan] years. Currently, I am working on behalf of [name of current company] as a full-time employee for 5 days. Sometimes, I do attend to and repair any fault in the electrical equipment or machinery even during the weekend and that I do as a freelancer.

I am enclosing my resume, wherein I have actually shared how I gained experience in setting the machines in perfect working conditions by working in different manufacturing units. I have worked with automobiles, health care, and also with aviation industry as well.

In my profession as a mechanical technician, I organized my tasks successfully and finished them within the given deadlines, and that too with 96 % accuracy.

These is the quality standards I have always maintained, and I have also followed the instructions of the seniors. I have never been disappointed actually in my entire career as a mechanical technician, neither the seniors in the workplace nor the clients.

I have also gained hands-on experience in manufacturing devices as well in the aviation industry and it has boosted my creative skills I am confident that I can go further in this particular field.

I always make sure to report to the workplace on time, and I am very much concerned about doing any project successfully run by putting effort along with the team members.

Regarding my educational qualification, I am not an engineer but have gained engineering skills by working in all the industries mentioned in the resume attached to this application letter. I completed my Bachelor's degree in Science with Honors in Physics from [university name] and also did a certification course in [name the latest computer software] from [computer institute name].

Thanking You,

Sincerely,

From

James Brown

[Handwriting signature]

[Mention the contact details]

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