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

Sub: Cover letter for the post of Senior Mechanical Engineer.

Dear Mr. or Mrs. or Miss HR Manager,

It gives me great excitement to write this letter to apply for the job of senior mechanical engineer in your company. I believe that my skills and qualifications will perfectly match your company's requirements and I will be a perfect match for this job.

Being a senior mechanical engineer includes responsibilities and skills like analyzing problems and coming up with designs to solve them, networking and collaborating with other engineers and professionals, working within the budget to deliver safe and efficient products on time, allocating resources and time effectively, etc. Apart from the responsibilities, the person needs to have a bachelor's degree in mechanical engineering. I am very happy to inform you that I have all of these qualities, including my academic background within me.

Apart from these responsibilities, I also have proper skills like the ability to make decisions in high-stress situations, great written and verbal communication skills, excellent interpersonal skills, and also problem-solving skills within me. I have been working as a senior Mechanical Engineer for [mention the name of another organization] for over nine years which has helped me gain all of this knowledge in this field.

I have attached my resume with this letter, and I hope that with my strong working experience and proper educational background, I will be able to fit into this role properly. Thank you so much for your time and consideration.

Sincerely

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post no to be given]