

Sample Cover Letter

Engineer

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SWINBURNE
UNIVERSITY OF
TECHNOLOGY

John Fernandez
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johnsample@example.com.au

30th April 2018

Sue Clarke
Human Resources
Engineering Excellence Pty Ltd
116 Smith Road
DUKEVILLE VIC 3199

Dear Ms Clarke,

Application for Graduate Engineer position

Please accept my application for the position of Graduate Engineer with Engineering Excellence as advertised on the Seek website on 28th April 2018. I will be graduating in November 2018 with a Bachelor of Engineering (Mechanical Engineering) from Swinburne University having achieved a Distinction average to date.

Earlier this year, at the Swinburne Employment Fair, I was greatly impressed with the information provided to me by Mr. Paul White from your company. I would like to offer my technical skills and knowledge to a successful provider of engineering-based solutions like Engineering Excellence.

My professional experience in engineering has been developed at AEP Corporation in the area of power plant water treatment system design. During this time, I gained experience in preparing project schedules, process planning, developing equipment lists and gained exposure to project costing. One of my initiatives was to design a more practical version of the corporation's project schedule which greatly improved communication among the project engineers. In addition to my industry experience, I have been working part-time in customer service based roles, meeting the needs of a range of people from different backgrounds.

These roles, together with my position as president of the Swinburne Snow Sports Club and Assistant Manager of the Student Welfare Committee, have enabled me to enhance my communication skills and further develop my leadership qualities.

I have enclosed my resume for your consideration and would appreciate the opportunity to discuss this further. I can be contacted on 0491 545 686.

Yours sincerely,

John Fernandez

Graduate Engineer

Engineering Excellence is a multidisciplinary, cutting edge consultancy. We are seeking an enthusiastic, passionate Graduate Engineer who is looking to develop a career as part a progressive, innovative team.

Applicants should possess the following:

- Achievement focus
- Innovation and initiative
- Excellent communication skills
- Experienced in working as a part of a team
- Demonstrated leadership potential
- Problem solving capabilities

If this sounds like you, send your cover letter and resume to:

Sue Clarke
Human Resources
Engineering Excellence Pty Ltd
116 Smith Road
DUKEVILLE VIC 3199

**DO NOT COPY: use for ideas to write your own letter.
Do NOT use header or Swinburne logo.
Remember that your cover letter needs to be tailored
to the role you are applying for.**