

Jane Doe

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Month, Date, Year

Mr. John Doe
Human Resources Manager
ABC Engineering Company
1 Widget Street
Anytown, State 12345

Dear Mr. Doe

As a motivated engineer who has recently graduated with a Masters' Degree in Industrial and Systems Engineering, I noted your advertisement for a Quality Control Engineering on Charger Path. I welcome the opportunity to demonstrate how my qualifications match the requirements of this position perfectly.

My education, skills and experience as set out below demonstrate that I am ready to bring value to ABC Engineering; a company whose reputation for quality and service are well-known in the industry.

- Received my Masters' Degree in May, 2012 and graduated with honors.
- Earned the top grade in my masters' thesis and final project.
- Gained Lean Six Sigma Certification.

My strong academic background confirms my ability to not only meet, but exceed both company and industry requirements for this position. In addition, I have two years' experience co-oping with Future Engineering where I gained extensive experience in this field by working as the lead on Project X.

I look forward to speaking with you further about my education and experience as it pertains to this position. Thank you for your time and consideration.

Sincerely,

Student Name

Enc. Resume