

ROBYN A. MATTHEWS
15 Elm Lane
Sometown, IN 55555
Home: (555) 555-5555
rmatthews@somedomain.com

May 6, 2010

Mr. Andrew Smith
Director of Operations
123 Company
15 Lafayette Way
Sometown, IN 55555

Re: Mechanical Engineer Position (Ref. Code: 12345), advertised on Monster.com

Dear Mr. Smith:

Your job description for a mechanical engineer perfectly matches my qualifications, and I am very interested in the opportunity.

I have enjoyed a progressively responsible engineering career with ABC Manufacturing Co., and participated in the engineering of three major car model changes. I am experienced in all phases of new vehicle model development and implementation, from conception to production stages. Most recently, I have:

- Contributed to major model changes for the 2008 Carname, 2007 Carname and 2006 Carname;
- Developed process plans and layouts for seven additional car models;
- Reduced ergonomic impact on production team members by designing new assist lift systems;
- Helped create estimation and calculation tool for project budgets, greatly improving negotiating power with installation contractors; and
- Built rapport with overseas colleagues, often traveling to Japan for production consultations.

In addition, I have served as lead engineer in establishing standards that have reduced costs, enhanced efficiency, improved production methods and simplified equipment and part needs.

Mr. Smith, I have received repeated commendations from ABC Manufacturing Co. for my work quality, revenue contributions and commitment to achieving company goals, and I know I would be a valuable asset to your North American Division. Please feel free to call me at 555-555-5555 or send an email to rmatthews@somedomain.com to arrange a meeting. I look forward to speaking with you!

Sincerely,

Robyn A. Matthews