

John Doe

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Chicago, IL

[DATE]

[COMPANY]

Dear Recruiting Team,

I am writing to apply for the [POSITION] position for Summer 2025. I am a sophomore majoring in Mechanical Engineering at Chicago University with a GPA of 1.23 and an anticipated graduation date of Spring 2027. [COMPANY] stands out to me because of the innovative techniques it utilizes to tackle multifaceted problems in the [INDUSTRY] industry. Additionally, [COMPANY]'s dynamic environment and emphasis on learning and mentorship are important to me. My leadership, industry, and academic experiences have prepared me to excel at [COMPANY].

Studying as an honors student at Chicago University, I have learned to manage my time and work efficiently. Chicago University's ten-week quarters and team-based projects have taught me to not only organize myself, but also catalyze communication and leadership within my teams to execute deliverables. For example, in January of 2018, I founded a student chapter of the American Society of Mechanical Engineers (ASME). As the chapter's President, I continue to direct efforts to compete in the Innovative Additive Manufacturing 3D challenge, involving the design of a hovercraft resupply vehicle, remote-controlled car, and self-balancing robot. I also represented Chicago's student chapter at the International ASME Congress, advancing my leadership and cooperative experience that will contribute to the collaborative work environment at [COMPANY].

Working with Trane, a subsidiary of Ingersoll Rand, as an Engineering Co-Op, I coordinated the launch validation testing of the new Agility product line and optimized financial market ratings to improve margins. I led an instrumentation upgrade project through all phases to improve test accuracy as part of a customer experience improvement A3. Later, a drive parameter miscalculation was discovered in field and production chillers, so I assembled a cross-functional team across engineering, operations, and quality to correct the error. I then started an independent side project to explore value I saw in previously untapped raw text data, creating a Python program to derive analytics from quality data and I successfully developed the initiative into a larger project. These team-oriented projects, presentations, and leadership experiences contributing to large organizational and strategic shifts allowed me to hone the technical and communication skills that I will employ at [COMPANY].

As an Engineering Intern for the Illinois Tool Works subsidiary, E.H. Wachs, I developed a system for subassembly cross-training to allow technicians to contribute in different work cells and maximize their off-peak productivity. I worked with technicians to optimize their assembly methods and integrate SolidWorks drawings into subassembly procedures to facilitate manufacturing outsourcing transitions. Evaluating the designs and bills of materials for products, I suggested real-time, data-driven rate of demand improvements to inventory operations. Working in a variety of academic and professional environments, I have cultivated robust multitasking and interpersonal skills. Through these experiences, I have developed the engineering problem solving expertise that will allow me to thrive in my responsibilities at [COMPANY].

I believe my work experience as well as my technical and leadership abilities make me a strong candidate for the [POSITION] position. Attached is my resume that expands upon my education and related experience. I am excited to learn more about [COMPANY] and would value the opportunity to discuss this position in more detail. Please feel free to contact me at johndoe@gmail.com or johndoe.com/contact should any questions arise. Thank you in advance for your time and consideration.

Sincerely,
John Doe