

Company ABC
1234 Golden Way
Los Angeles, CA 90089

SAMPLE COVER LETTER

September 28, 2014

Dear Hiring Manager,

This letter is to express my interest in bringing my enthusiasm and engineering savvy to Company ABC for the summer Intern I position. I am currently a Mechanical Engineering student at the University of Southern California, set to graduate in May of 2016. I am certain my ability to work well in a team, hands-on abilities in a shop, academic qualifications, and passion for the field make me a strong candidate and a valuable addition to your team.

I have a deep-seated passion for space. I have wanted to work in the industry since childhood and working with Company ABC would be the realization of a dream. To aid this goal, I have sought out and developed experience designing and building hardware. Starting as a freshman, I joined USC's Formula SAE team. I taught myself to weld that year and have since built steel jigs from scratch, led a 3-person team in the R&D of a new dry-sump oil system for a car, and am currently in charge of the design and construction of our car's exhaust. Past work has included creating a model in Solidworks, running it through Star-CCM+ fluid simulations to minimize airflow losses, and then cutting and welding together steel pipe to make the finished product. This year I am repeating this process as well as heading our documentation and testing validation efforts.

Throughout my journey I have learned the importance of working in teams. This past summer I interned at Company X, a small start-up; our small size meant that I was directly helping colleagues with all aspects of product development. Oftentimes solving problems with the product required me to tightly integrate with the electrical and software teams; whether it was calling ad-hoc group meetings to fix an issue or soldering a circuit board to help them meet a deadline, I helped the team resolve issues they encountered.

My experience and education have given me the knowledge needed to excel in the Intern I position. I am passionate about space and the opportunity to work for Company ABC. I appreciate the opportunity to be considered and look forward to discussing my application and qualifications in person at your convenience.

Sincerely,

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