**LAL100 Introduction to Communication Skills**

**2024-25-M**

**Tutorial 9: Cover Letter**

**07.11.2024**

**Identify the mistakes in language and format and rewrite the Cover Letter given below.**

Ashok Leyland

Mumbai

Dear Manager,

So, I’m writing this letter for the Mechanical Engineer job at your company, which I saw online. I think I might be a good fit because I like engineering. I graduated from IIT Bhilai with a degree in Mechanical Engineering.

I’ve done some projects. One time I worked on a robotics project, and people said it was nice. We built a robot that could pick up things, and I did some design work for that.

Then there was this internship at Tata Consultancy Services. I worked on some mechanical systems there. I did some CAD modeling, and I think I helped improve some designs. There was a lot of teamwork involved, which was good.

Your company is a big deal, and I like the things you guys do, especially the innovative products. I want to be part of it and help out. I’m sure I can learn a lot there.

I hope you look at my resume. It would be great to get this job.

Thanks!

Best,

Shreelax