

XYZ Address, Street
Houghton, MI 49931

John Doe

LinkedIn

906-xxx-xxxx
johndoe@mtu.edu

September 8, 2016

XYZ, Inc.
Street Name
City, State Zipcode

Dear Hiring Team:

I am applying for a co-op position (ref no.). I had an on-campus interview at Michigan Tech with Mr. ABC from your recruiting team last week and he encouraged me to apply for this position. I am very excited about this opportunity because my skills and experience in the NVH field, including hands-on projects, really match your needs in this position. I am also excited about working for [Company], because I focused my education and experiences in the Automotive Engineering field. I also have number of friends who work for XYZ, Inc., specifically Jane Doe in Quality Control, and they told me about how great it is to work for your company. They also told me about your new product launch expected this December named "QRS" that I would most certainly like to work on.

I am currently working on an "Engine shaft" project where my objective is to reduce the amplitude of torsional vibrations from single cylinder engine by understanding the dynamics of crank train and modelling it in AMESim to determine the parameters of the system. I have also worked on a [project name] project, where I conducted various test including order tracking, Operating Deflection Shapes (ODS) measurement, MIMO modal analysis, acoustic sound intensity measurement, etc., where we determined the noise and vibrations characteristics of the shaft, identifying the sources of noise and vibrations and recommended design changes to mitigate them. My involvement in FSAE Enterprise at Michigan Tech have played a major role in developing my skills in the automotive sector. My work involved design and structural analysis of the chassis components like A-arms and other components like brake pedal, harness bar, etc. using ANSYS software.

Having worked not only on number of projects, but also on other community and college events throughout my undergraduate and graduate studies, I have developed strong teamwork, communication and leadership skills that I know is critical to the success of any team.

I have included my resume for your review and respectfully ask for the opportunity to interview with you at your earliest convenience. I invite you to visit my LinkedIn profile for more information. I will follow up in 7-10 days. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

John Doe

