

# Sample Cover Letter – Engineering Vacation Program

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Amy Hedley  
Vacation Employment Co-ordinator  
Orica Mining Services  
[graduates@orica.com](mailto:graduates@orica.com)

Dear Ms Hedley

## Vacation Program

After speaking to your colleague Grant Williamson at the recent Monash University Vacation Festival, it is with great enthusiasm that I apply for a mining vacation position in Orica's ESS department in Melbourne. Currently I am in my penultimate year of a Bachelor of Engineering, majoring in Mechanical Engineering and maintaining a distinction average.

Whilst speaking with Mr Williamson, he explained that those best suited to ESS have a combination of technical engineering expertise and interest in business process improvement. I believe I am a good fit for the role because:

- My technical capabilities have been consistently demonstrated through achieving distinction results for subjects including Solid Mechanics and Systems & Control.
- An aptitude for business development emerged through the study of the elective subject Systems Thinking for Sustainability which focused on strategies to effectively balance the management of complex organisations while acting responsibly in relation to social and natural system problems.

I have been able to put my engineering skills to work through my part-time employment in a consumer goods testing role with SGS Australia. This position requires the examining and testing of household appliances, equipment and accessories to determine their compliance with appropriate standards. As a result of this experience, I have proven attention to detail, accuracy and analytical skills when recording details of tests, results and observations. In addition, communication skills are essential when working as part of a large diverse team and when explaining report findings to clients.

Thank you for your consideration. I believe I have much to contribute to the Orica team ensuring projects are value adding, cost effective and timely whilst also gaining invaluable insight and experience from Orica's engineering specialists. Attached is a copy of my resume and I am available for interview at your convenience.

Yours sincerely,

Thanh Lee Kym

## Vacation Program

Orica's Vacation Program aims to give vacation students exposure to working at Orica as well as exposure to our Graduate Development Program.

Vacation students assist our Engineers on a variety of projects.

**Orica Mining Services** is our largest business platform and is a global market leader within the mining services industry and are continually considering penultimate year students studying Mechanical Engineering, Civil Engineering, Geology and Geo-Science for our summer vacation opportunities, within our Technical Services Team, Australia. The Technical Services team offers vacation students the opportunity to gain hands on/practical experience, with a focus on drill and blast work, and a variety of relevant site and office experiences. The team is made up of a strong network of experienced Mechanical and other Engineers who work in mining and operate in an environment of support, encouragement and opportunity. Through your summer vacation role you will work with our experienced team, gaining valuable experience working with our leading edge technology.

To be successful in securing a mining vacation position you must have strong technical capabilities, client readiness with an aptitude for business development, attention to detail, analytical skills and a personal drive to gain solid experience in one of the world's leaders in commercial blasting solutions.

Our **Engineering Shared Services** Department works with Orica businesses to win against the world's best by delivering projects and specialist engineering services that are:

- Value adding
- Cost effective
- Timely

The largest office of ESS is in Melbourne where our Major Projects, Process Technology and Engineering specialists groups are located. Other offices are located in Sydney and Mount Manganui. ESS works with alliance partners to supplement our resources during the delivery of projects. This ensures speed of response and improved efficiency.

Our engineers are involved in the management and coordination of all types and sizes of projects in Australia and New Zealand. ESS are committed to providing vacation placements to Chemical, Mechanical and Electrical Engineering students in their penultimate year.

To apply for vacation work select 'How do I apply' followed by 'Apply Now' on the menu to the left of the page.