

GEORGE ANDERSON

1234 Elm Street • Some City, CA 90001

Home: 555-444-3333 • Cell: 555-444-2222 • Email: george@internetmail.com

<Date>

<Company Name>

<Address>

<Address>

<City, State Zip Code>

Dear <Title> <Name>:

I am pleased to present my résumé to you for a position as a **Mechanical Engineer** with <Company Name>. As a seasoned professional with **15 years of engineering experience**, I am confident in my ability to help you translate your creative ideas into ground-breaking products and processes.

In addition to my hands-on engineering experience, I possess a Bachelor of Science Degree in Mechanical Engineering. Over the years I have become proficient in a number of key areas including, product design, process improvement, manufacturing, root cause analysis, proactive problem solving, ISO and safety compliance, finite element analysis (FEA), and multi-project coordination.

During my time as a Mechanical Design Engineer (2003-Present) and a Product Engineer (1994-2002) I have realized a number of relevant accomplishments:

- Creating a hydrogen fuel cell engine, thereby increasing fuel efficiency by 9.5%.
- Designing a catalytic converter that reduced carbon dioxide emissions by 26%.
- Playing a key role in establishing ISO 9001 approvals.
- Transforming complex company concepts into innovative solutions, saving a major client approximately \$500,000 annually in production fees.
- Developing an inexpensive and lightweight material that reduced company expenses by \$350,000 per year, while at the same time, increasing fuel efficiency of the vehicle by 7%.

Being a performance-driven and forward-thinking professional, I welcome the opportunity to meet with you to discuss how my extensive experience and skills would benefit your company. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

George Anderson

Enclosure