

## Sample Cover Letter for Engineering Students (Fr./Soph. level)

1234 Oak Avenue  
Bowling Green, KY 42101

February 1, 2012

Mr. Keith Franklin  
Vice President of Engineering  
ABC Technologies  
1234 Worth Drive  
Cincinnati, OH 45671

Dear Mr. Franklin:

I am applying Mechanical Engineering internship position that was posted with Western Kentucky University's Career Services Center this week. Based on the requirements for the position, it fits very well with my education and career interests.

I am currently pursuing my B.S. Degree in Mechanical Engineering with an anticipated graduation date of May 2014. I have taken various freshman and sophomore engineering courses and have a strong background in math and physics. Since September 2011, I have been working in the engineering prototyping facility at Western Kentucky University. This position has allowed me to apply my knowledge in a hands-on setting. While I am gaining good experience as a student worker, an internship with ABC Technologies will help me to become fully immersed in an engineering environment and learn more about manufacturing systems and design standards.

Please find my attached resume with additional information about my education, experience and professional memberships. I would appreciate the opportunity to discuss my qualifications for the internship more fully in an interview. I can be reached at (270) 555-1234 or by email at: gregory.jones154@topper.wku.edu. Thank you for your consideration and I look forward to talking with you soon.

Sincerely,

Gregory T. Jones