

# Cover Letter Example 2



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## Junior Mechanical Engineer, Intermountain Engineering Solutions (IES) Pocatello, ID

IES seeks a Junior Mechanical Engineer to join our fast-paced team. This is an ideal opportunity for new engineers ready to apply their skills in real-world projects supporting HVAC, manufacturing, testing, and systems design.

### Responsibilities:

- Prepare CAD models and technical drawings using SolidWorks and AutoCAD to design manufacturing systems.
- Assist senior engineers with mechanical design, analysis, and testing of new equipment.
- Use finite element analysis (FEA) tools to compare predicted and actual performance of parts and equipment.
- Analyze test data, simulate systems, and generate reports using MATLAB for engineering projects.
- Conduct research and development on thermal and fluid systems as required by industry customers.

### Qualifications:

- Bachelor's degree in Mechanical Engineering or related field (in progress or completed).
- Proficient in SolidWorks, AutoCAD, MATLAB, and Excel spreadsheets.
- Basic knowledge of mechanical systems, manufacturing processes, and materials.
- Excellent problem-solving, communication, and teamwork skills.
- 0–2 years of experience preferred.

To apply, submit your resume, cover letter, and three references to: [michaelscott@intermountaineng.com](mailto:michaelscott@intermountaineng.com)

## How to Format a Cover Letter and What to Include:

Your Name City, State Phone Email	Engineering Student Pocatello, ID (208) 101-1234 <a href="mailto:engineeringstudent@isu.edu">engineeringstudent@isu.edu</a>
Date	08-25-2025
Name of Business Contact, Their Title Organization name Street Address City, State, Zip	Michael Scott, Lead Engineer Intermountain Engineering Solutions (IES) 456 Technology Drive Pocatello, ID 83201
Dear (Name of Business Contact), In the first paragraph, state the position you are applying for, how you became aware of it, and why you are interested. This only needs to be two or three sentences.	Dear Mr. Scott, I am applying for the Junior Mechanical Engineer position at IES, which I found posted on Handshake. I have built skills in SolidWorks, AutoCAD, MATLAB, and FEA through my internship at ISU and class projects that would fit this position.
In the middle paragraph, offer your sales pitch by giving specific highlights that outline how you fit the position. Be sure to tailor your cover letter to the job posting you are applying for. The cover letter's job is to get their interest enough that they want to look at your resume. Just focus on a few key highlights of your resume to encourage them to look at it for the details.	In my current role, I create CAD models and technical drawings, assist with design reviews, and run FEA to compare predicted and actual performance. Recently, I helped design and test a new heat exchanger using MATLAB to analyze the data. I also served as a team lead in a plastics manufacturing setting, where I helped improve efficiency on the production line by redesigning its layout and product flow.
In the final paragraph, thank the employer for their time or consideration and state your interest in meeting for an interview. Specify how you would like to be contacted (by phone, email, or both).	Thank you for your time and consideration. I would welcome the opportunity to discuss this position further. Please contact me at <a href="mailto:engineeringstudent@isu.edu">engineeringstudent@isu.edu</a> or (208)101-1234 to schedule an interview.
Sincerely, (Leave 4 spaces and sign name here if handing in a paper copy. Leave space blank if uploading online)	Sincerely,
Your typed name	Engineering Student

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[careers@isu.edu](mailto:careers@isu.edu) | (208) 282-2380

[isu.edu/career](http://isu.edu/career) | Museum Building 418



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# Resume Example 2

## Engineering Student

Pocatello, ID | (208) 101-1234 | engineeringstudent@isu.edu | www.linkedin.com/in/engineeringstudent

### EDUCATION

**Bachelor of Science, Mechanical Engineering**  
Idaho State University, Pocatello, Idaho GPA: 3.8

Expected Graduation Dec 2026

**Associate of Science, Engineering**  
College of Western Idaho, Nampa, Idaho GPA: 3.4

May 2024

### SKILLS

SolidWorks AutoCAD Excel Teamwork Communication Problem Solving

### ENGINEERING EXPERIENCE

#### **Career Path Intern (CPI)**

Jan 2025 – Present

ISU Facilities Engineering Department, Pocatello, ID

- Prepare CAD models and technical drawings in SolidWorks and AutoCAD for new mechanical parts.
- Assist senior engineers with mechanical design reviews by performing finite element analysis (FEA) to evaluate stress and deformation of parts.
- Maintain HVAC equipment inventory database using Excel and update records for active projects.
- Conduct research with ISU Master Planning Committee to provide design ideas for long term development.

#### **Engineering Club Vice President**

Oct 2024 – May 2025

ISU Measurement and Control Engineering Research Club, Pocatello, ID

- Organized speaker panels, lab tours, and collaborative projects with local industries.
- Developed teamwork skills by coordinating meetings and outreach events to promote STEM awareness.
- Directed two fundraising events, generating \$1,800 for scholarships and competition travel.

#### **Mechanical Engineering Student**

Sept 2024 – Dec 2024

ISU Mechanical Engineering 3320 Class Research Project, Pocatello, ID

- Led four other students in research and development on thermal and fluid systems for a class project.
- Created 3D CAD models for experimental setups using SolidWorks to test our designs.
- Used MATLAB to collect and analyze data during mechanical testing and presented results weekly.
- Wrote technical reports in Word, and maintained test data logs in Excel.

### OTHER EXPERIENCE

#### **Crew Member**

July 2024 – Present

Wendy's, Pocatello, ID

- Work closely with other team members to fill customer orders quickly and efficiently.
- Train new employees on customer service, speed, and safety standards.
- Identify and report equipment issues to maintenance crew to minimize downtime.

#### **Team Lead – Assembly Line**

Jan 2022 – Aug 2024

Idaho Plastics Manufacturing, Nampa, ID

- Led a team of six workers on a plastics assembly line, ensuring safety and efficiency compliance.
- Implemented a workflow redesign that improved production output by 12%.
- Trained employees and tracked quality assurance metrics in Excel to determine promotions and raises.

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# Action/Skill/Result Sentences



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When writing bullet points on your resume, use action/skill/result sentences to show what you have done, the skills you used, and the positive outcome that resulted from your work.

Example: (Basic to Advanced):

1. Created a CAD model...
2. Created a 3D CAD model of a mounting bracket...
3. Created a detailed 3D CAD model of a mounting bracket, using SolidWorks, that reduced prototype fabrication time by 25%.

## **YOU CAN USE AI TO HELP COME UP WITH BULLET POINT IDEAS TO GET STARTED**

### **Use a prompt like this:**

"Here's a job description for a [Job Title] I'm applying for. Based on this, can you help me rewrite or tailor my resume bullet points to better match what the employer is looking for?"

[Paste the job description here]

Here are my current bullet points for [Job/Internship/Experience Name]:

### **If you don't have a resume or a job description, try this:**

"I'm a mechanical engineering student looking to build my resume. Can you give me a list of example bullet points I can use for typical experiences like engineering internships, class projects, club leadership, part-time jobs, or lab work?"

### **You can also customize it further like this:**

"Give me bullet point ideas for a mechanical engineering student who has worked in a lab, been part of an engineering club, and completed a group design project." (use your own experiences)

➔ **Don't just copy and paste bullets into your resume without personalizing them with your own voice and details! Employers can tell if your resume was created only using AI.**

## **TRANSFERABLE SKILLS**

Transferable skills are abilities that can be applied across different jobs and industries. These are useful for customizing your resume to fit a job posting.

- |  |                                     |
|--|-------------------------------------|
| 1. Communication skills (verbal and written)       | 6. Strong work ethic                |
| 2. Teamwork and collaboration                      | 7. Time management and organization |
| 3. Leadership and initiative                       | 8. Adaptability and flexibility     |
| 4. Critical thinking and problem-solving           | 9. Attention to detail              |
| 5. Interpersonal skills (relates well with others) | 10. Safety and compliance awareness |

### **A typical way to state it...**

1. "Assisted with lab equipment setup."
2. "Performed routine maintenance."

### **A better way to state it...**

1. "Worked with a team to coordinate setup of testing labs, ensuring equipment accuracy and safety."
2. "Used attention to detail skills to maintain lab equipment reducing downtime and fixing issues before they impacted research schedules."

## **MORE BULLET POINT HELPS**

To refine your resume bullets, ask yourself: • Did you improve performance, quality, or efficiency? How and by how much? • Did you implement or help develop any new systems or procedures? • Were you trusted with tasks or leadership beyond your role? • Did your work result in cost savings, improved safety, or customer satisfaction? • Did you introduce or train others in tools, processes, or technologies?

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# References

- Your reference page heading should be the exact heading used on your resume for consistency.
- References go on a separate sheet of paper from your resume.
- A total of 3-5 references is optimal.
- **Always** ask permission from a reference **before** giving their name to an employer.
- It is also a good idea to give your references a copy of your resume and keep them informed about your job search.
- The most effective references are those given by former employers, managers, supervisors, coworkers, or college professors who are familiar with your work.
- References may be centered or left-aligned, depending on your preference.

## Information You Need to Include:

Name  
Position Title  
Company Street Address  
City, State Zip Code  
Phone Number  
Email

## References Example:

### Engineering Student

Pocatello, ID | (208) 101-1234 | engineeringstudent@isu.edu | www.linkedin.com/in/engineeringstudent

#### REFERENCES

##### **Dr. Mech A. Nikal**

CPI Supervisor  
ISU Facilities Engineering Department  
921 S 8th Ave.  
Pocatello, ID 83209  
(208) 282-1234  
mech.nikal@isu.edu

##### **Dr. Gear Head**

Mechanical Engineering Professor  
ISU Department of Mechanical Engineering  
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##### **Lisa Drafting**

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