

SAMPLE ENGINEERING COVER LETTER (EMAIL SAMPLE)

Dear Mr. Reedier:

(NOTE: If specific name is not known, then use “Dear Director of Human Resources:”)

I am writing to apply for a full-time Chemical Engineering position at Colgate-Palmolive. As a senior in Chemical Engineering at Carnegie Mellon University graduating in May 2010, I am very interested in the development of consumer products. I welcome the opportunity to bring my research and engineering skills to Colgate-Palmolive's products.

As you can see from my attached resume, I developed my research and engineering skills through several internships and academic projects. During my internship at Procter & Gamble, I developed all aspects of a prototype for a newly conceptualized oral care product. By the end of my project, I was able to hand out samples of the product. My supervisors commended me for my communication and creative problem solving skills, and for my ability to work well with many different people within our development team.

I developed my leadership and interpersonal skills by being an active member of several organizations on the Carnegie Mellon campus. As president of the American Institute of Chemical Engineers, I am in charge of planning meetings, fundraisers, activities and our annual departmental banquet. While Service Chair for Lambda Sigma, the sophomore honor society, I organized service activities and motivated members to participate in the service events.

I look forward to learning more about career opportunities at Colgate-Palmolive. If you have any questions, please contact me at (412) 862-9999 or pollymer@andrew.cmu.edu. Thank you for your consideration.

Sincerely,

Polly Mer

Attachment: resume