

# Entry Level Engineering Cover Letter Sample 1

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**Lynn Merdock**

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**Mr. Franklin Vestbose**

**Synergy Connections**

1201 Prudent Place, Middletown, Delaware, 95112

Dear Mr. Vestbose,

I am writing in regard to the entry level engineering position you have available with Synergy Connections. As a recent 2017 graduate from The University of Delaware, I hold a joint degree in Environmental and Mechanical Engineering. With my intensive educational background and extensive amount of hands on training and field work internships, I meet all your requirements, and I am confident in my ability to exceed your expectations.

I am currently serving as an assistant mechanical engineer for Straight Start Equipment. While this job has been a great catalyst in developing my career, I am ready to explore the field of engineering deeper, and take on more responsibilities. My daily tasks include overseeing all equipment manufacturing processes, testing products and analyzing their effectiveness, taking inventory, and developing prototypes and product designs alongside the design team.

One of my greatest impacts during my time with Straight Start Equipment was updating the inventory system. I brought it up to the modern age, and went fully electronic. My system cut the time needed to take inventory by over 40%, while also decreasing inventory errors by 55%. The system I created requires less people, which also cut company spending by 30%. I am proud to say that my inventory system is now being implemented in all branches down the East Coast, with the implication that it will make its way to the branches across the country.

I am very passionate when it comes to the field of engineering, and this is reflected in my strong work ethic. My superior organizational and communication skills help me clearly articulate ideas on a technical, written, and visual level. As you read through my resume, you will find that I am computer literate, and have a firm understanding of IT systems. While I work well as in individual, I also understand the value of collaboration, and can serve as a positive and motivational team member.

I firmly believe that I would be an ideal candidate for your team. Although I am a recent graduate, I am able to bring many fresh and current concepts to the table. While I understand that all businesses vary, I can assure you that with my adaptable nature, I will be able to easily transition to serving your company. I look forward to discussing my credentials with you in person, and I thank you for your time.

Sincerely,  
Lynn Merdock