Your Name

1234 Street Name│Raleigh, NC, 27607│(123) 456-7899│ABC123@ncsu.edu

Date

Hiring Manager, Title

Company/Organization Name

Address Line 1

Address Line 2

Dear Mr./Ms./Mx./Dr. Last Name or Hiring Manager:

**Paragraph 1: (I love you)** This paragraph is brief (2 – 4 sentences). Tell the reader why you are writing, including the title of the position and the company’s name. Highlight your education and years or positions of (related, if possible) work experience. If someone at the company told you about the opportunity, and they would serve as a positive reference for your candidacy, you can mention how you learned of the position from this person. If the employment opportunity is out of town, state your interest in the location/relocating.

**Paragraph 2**: **(You love me)** This is the body of your cover letter, which can be two shorter paragraphs (3 – 4 sentences each) or one longer paragraph (5 – 7 sentences). Select 1 – 2 related experiences to highlight to the employer. For each experience, mention a major accomplishment(s) or main responsibilities and the skills you developed that would aid you to be successful in the job you are applying for. Try to integrate key words from the job description into this section, if possible. If you don’t have direct related experience, strive to highlight transferable skills instead.

**Paragraph 3: (Let’s work together)** This paragraph is brief (2 – 4 sentences). Close by conveying your genuine interest in working for the company. Express interest in discussing this position and your qualifications in greater detail, reiterate your contact information, and graciously thank the employer for their consideration.

Sincerely,



Your Typed Name

*Internship Example:*

Winston Wuf

1234 Street Name | Raleigh, NC 27607 | (555) 555-5555 | winwuf@ncsu.edu

June 12, 2025

Jackie Green

AeroTech Innovations

123 Aero Dr.

Raleigh, NC 27606

Dear Ms. Green,

I am writing to express my interest in the Mechanical Engineering Internship position listed on your careers page. As a graduate student pursuing a Master of Science in Mechanical Engineering at North Carolina State University, I am excited to apply my technical skills in design, analysis, and prototyping to contribute to your engineering team’s innovative projects.

Through my research assistantship in the Advanced Thermal Systems Laboratory at NC State, I have gained experience designing and testing mechanical systems for thermal efficiency and structural durability. In one project, I assisted in developing a heat exchanger prototype to improve energy transfer rates, using ANSYS for thermal and structural simulations. I also performed data collection, test validations, and presented findings to faculty and industry sponsors, demonstrating clear communication and collaboration abilities.

Beyond my academic experience, I have strengthened my leadership and teamwork skills by serving as a graduate teaching assistant, supporting students in a senior-level mechanical design course. This role has helped me hone my ability to convey complex engineering concepts, manage project milestones, and encourage problem-solving in diverse teams.

I am committed to applying rigorous engineering practices, analytical thinking, and a continuous learning mindset to your internship program. I am confident my graduate-level training and hands-on experience align well with the qualifications you seek. I would welcome the opportunity to discuss how I could contribute to AeroTech Innovations’ engineering initiatives. Thank you for your time and consideration.

Sincerely,

Winston Wuf

*Full-time Job Example:*

Olivia Branch

(123) 456-7890 | Obranch@ncsu.edu | www.linkedin.com/oliviabranch

June 19, 2025

Mr. James Patel

Precision Dynamics Corporation

4567 Innovation Parkway

Charlotte, NC 28202

Dear Mr. Patel,

I am writing to express my interest in the Mechanical Design Engineer position I found on Indeed.com. I am an upcoming graduate from North Carolina State University, where I have developed advanced skills in mechanical system design, analysis, and prototyping. My experience working on high-impact, collaborative engineering projects makes me an ideal candidate for this role.

As a graduate research assistant in the Advanced Structures and Materials Lab at NC State, I contributed to the design and testing of lightweight composite structures for aerospace applications. In this role, I conducted finite element analyses using ANSYS, performed stress testing in laboratory environments, and supported the fabrication of prototypes. I also collaborated with a cross-disciplinary team of graduate students and faculty to present our research to industry partners, strengthening my ability to communicate complex technical concepts effectively.

Beyond my research experience, I served as a graduate teaching assistant for a senior-level mechanical design course, helping students master advanced design principles and providing mentorship on capstone projects. Additionally, I interned at Vertex Engineering last summer, where I worked on design optimization for HVAC systems, reducing energy consumption by 12% through iterative analysis and testing.

Having grown up with a strong interest in how things work and how they can be improved, I am committed to advancing high-performance, efficient engineering solutions in industry. I would welcome the opportunity to discuss my background and how I can contribute to Precision Dynamics Corporation’s projects. You can reach me at [YourEmail@ncsu.edu] or (123) 456-7890. Thank you for your time and consideration.

Sincerely,

Olivia Branch