

Mechanical Engineer cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am writing to apply for the Maintenance Manager position at [Organisation name]. I have seven years of mechanical maintenance experience in a continuous process plant, and your cement unit's expansion is the kind of reliability challenge I would like to take on.

I currently lead a team of 14 technicians and two engineers responsible for pumps, crushers, conveyors and compressors in a fertiliser plant. When unplanned breakdowns on our main bagging conveyor kept stopping dispatch, I introduced vibration monitoring on critical gearboxes and a weekly lubrication schedule tracked in SAP PM. Breakdown hours on that line fell by more than half within a year. I also planned and executed our annual shutdown of 18 days with 60 contract workers, finishing two days early without any lost-time injury.

I am used to permit-to-work systems, coordinating with production and safety teams, and managing spares inventory against a fixed budget. I also hold a boiler operation engineer certificate, which may be useful for your utilities section.

My notice period is 90 days, and I am willing to relocate with my family. I would welcome an opportunity to discuss the role with you.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Graduate Engineer Trainee (Production) position at [Organisation name]. I completed my B.Tech in Mechanical Engineering this summer, and an automotive component shop floor is where I want to start my career.

During a six-month internship at a Tier-2 supplier in Chakan, I was attached to the machining line for brake drums. I recorded cycle times for every CNC operation, prepared a simple line-balancing chart and suggested moving a deburring step to an idle station. After the supervisor trialled the change, night-shift output rose by about 40 pieces. I also helped the quality team fill control charts for bore diameter and learnt how a PPAP file is put together for a new part.

I am comfortable with SolidWorks and AutoCAD, I understand GD&T basics, and I have completed a short course on lean manufacturing covering 5S, kaizen and SMED. I am ready to work rotating shifts and to spend my first months on the shop floor learning from operators and supervisors.

I can join immediately and am open to any plant location. Thank you for reviewing my application.

Regards,

[Your name]

BEFORE YOU SEND IT

- Name your function in the first line, whether production, maintenance, quality, design or R&D, because plant and design-centre recruiters screen for very different skills.
- Include one shop-floor or design result with a unit, such as breakdown hours, cycle time, rejection rate or cost per part, instead of a long list of software.
- Mention shift, relocation and plant-location flexibility plainly; manufacturers in industrial belts often filter on these points before they call anyone.
- Freshers should cite SAE BAJA, SUPRA or final-year prototype work with their own role named, and attach a two-page design portfolio only for design or R&D openings.