

My Name

Mechanical Engineer, EIT

Personal Info

Today's Date, 2019

Address

My Address
City, Province

Company Hiring Team (I try to find the hiring manager's name online)

Company

Company Address

Company City, Province

A1B 2C3

Phone

(123) 456-7890

E-mail

my.email@gmail.com

LinkedIn

linkedin.com/in/its-me/

Dear Company Hiring Team,

Building a haptic-feedback robotic arm controller from the ground up was one of the proudest events in my engineering career. As a recent graduate of the B.Eng. Co-op Program at UNIVERSITY, I am eager to be of service to a company that is both innovative and driven by excellence. Your search for a JOB TITLE caught my attention and seems ideal to expand my experience, skills, and ambitions. Researching YOUR PRODUCT system has made me eager to be a part of your winning team. I think AREA OF EXPERTISE is ADJECTIVE.

My drive for success and my constant positive attitude can be a positive asset to COMPANY and COMPANY's success. I have highlighted below some examples of my past work with mechatronic design and project leadership to exemplify the type of momentum I can bring to your team.

- Prototyped hand-held controllers for VR to real-space robotic arm manipulation and integrated haptic feedback.
- Hand built and tested these controllers. This task included (a) machining and 3D printing parts, and (b) wiring the control systems, constructing the control boards, and programming the electrical systems.
- Audited and verified over 350 as-built mechanical system for official records during the construction of an advanced electrochemical processing plant.
- For my senior capstone project, my team designed a high-impact medical knee brace that is 500% lighter than leading models.

I am excited about using my mechanical design skills with the people around me to create something visionary. I want COMPANY to be the place where I will accomplish this.

At your convenience, let us set aside time to discuss the specific ways we can win clients and greater recognition for COMPANY. I look forward to hearing from you.

Best Regards,

NAME

P.S. – I would love to explain how I helped automate tower guy-wire inspections across Newfoundland.

Name

Mechanical Engineer, EIT

Recently graduated mechanical engineer and EIT with experience as a mechanical design engineer and as an in-field quality inspector. Prized skills includes CAD modelling, systems integration, practical problem solving, and client liaison.

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E-mail


my.email@gmail.com


Skills


CAD modelling 


Mechatronic systems integration 


Electric filter design 


State-feedback controller design 


Instrument and sensor design 

Forward and inverse dynamic analysis 


Teamwork 


Communication 


Adaptability 


Ability to work under pressure 


Software

Solidworks 


LabVIEW 


ANSYS 


Matlab 


MS Excel 


Languages and Environments


Python 

C++ 

Arduino 

PLCs 

ROS 

Linux 

Certificates

Certified Solidworks Associate

Experience

Aug 2018 -
Jan 2019

Mechatronics Design Engineer

Company 1

- Designed, built, and refined CAD models of entire prototypes.
- Calculated and implemented factors such as power transmission, various modes of part failure, and human ergonomics.
- Procured parts, materials, and equipment. Negotiated with contractors for work done.
- Manufactured parts in house using machine shop equipment, CNC machinery and 3D printing.
- Built and programmed mechatronic electrical systems including haptic feedback.

Jan 2018 -
Apr 2018

Senior Construction Inspector

Company 2

- Inspected contractor work to ensure it aligns with contract documents.
- Liaised between contractors, Company staff, utilities, the public, and other agencies.
- Created solutions for resolution of contract deficiencies.

Aug 2016 -
Dec 2016

Mechanical Document Control Intern

Company 3, Nickel Refinery Plant (Construction)

- Inspected mechanical and structural systems on site to verify as-built conditions and deficiencies.
- Audited over 350 as-built system drawings to verify accuracy.
- Verified work of junior engineering students.

Education

2019

University

BEng. in Mechanical Engineering
Specialized in Mechatronics

Senior Capstone Design Project: Designed a light weight and comfortable knee brace for post-surgery ACL injury rehabilitation. Produced a form fitting, variable dynamic force brace for daily wear that is 500% lighter than leading models at a fraction of the cost with potential for rapid production.

2013

University

BSc. in Geology
Specialized in Geophysics

Volunteer Work

2015 -
2019

Engineers Without Borders

Fundraising Executive

- Initiated and ran large scale fundraisers.
- Managed weekly barbecues, grossing \$400/week. Coordinated group of 15 volunteers, organizing schedules, supplies, finances, and promotion.
- Instructed weekly sessions with 30 society members and provided one-on-one mentoring with regards to global ethics in engineering.

2015

University CAD Club

Class Lead

- Taught Solidworks concepts and design procedures to 8 students.
- Provided individual instruction to group members.
- Communicated issues between instructors and group members.