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| **Robert smith**  **Mechanical Designer** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Through this job application, I would like to put forward my candidacy for the available role of Mechanical Designer at your esteemed firm. I have a solid understanding of mechanical designing processes, which makes me an ideal fit for the job role.

Hereunder are a few of my crucial job duties at ABC firm:

* Provide assistance in defining the scope of the project.
* Develop 3D mechanical product designs using CAD software.
* Develop data sheets based upon the information received.
* Maintain and check the bill of material.
* Develop working and manufacturing guidelines for the production team.
* Troubleshoot the mechanical build issues.
* Prepare reports for the review of lead mechanical engineer.

I hold a Bachelor’s Degree in mechanical engineering and have an overall work experience of 4+ years in the machine designing industry. I possess solid technical acuity, communication skills, and team working spirit.

I am grateful to you for having a look at my application. I request you to read through my resume to get an overview of my educational background and procession journey. I await the chance to discuss the excellent blend of my skills and responsibilities with you in person.

Best Regards,

[Your Name]