**Robert Smith**

**Mechanical Engineering Intern**

[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],

Upon learning about the requirement of a Mechanical Engineering Intern, I hastened to put forward my interest in the same. I hold a Bachelor's degree in Mechanical engineering and honed the role specific skills, such as keen learner and teamwork, to fit perfectly into the position. I am confident of surpassing your expectations.

Here is the list of my core skillset for your review:

* Carry out basic product design alterations.
* Assist the lead engineers in preparation of the product specifications.
* Design the 2D and 3D models.
* Assemble the mechanical system.
* Suggest changes to improve the efficiency of the existing products.
* Perform mechanical calculations.
* Examine the functioning and effectiveness of the prototype.
* Prepare work reports for the review of the supervisor.
* Conduct other related activities as instructed by the supervisor.

I have an in-depth knowledge of product designing and assembling. I possess solid communication, and organizational skills along with technological acumen to become an ideal match for your Mechanical Engineering Intern position.

I want to thank you in advance for your valuable time and consideration. Please go through my enclosed resume to get an insight into my qualifications and skill set. I would greatly appreciate an opportunity to further discuss my strong points.

Best Regards,

[Your Name]

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