

Buckeye OnPACE

Your street address
Your City, State, Zip code

Today's date

Name (or—if unknown, the function, such as Hiring Manager or Plant Manager)
Title and/or Department (if known)
Company Name
Street address
City, State, Zip

Dear Mr./Ms. Last Name: (or, Dear Hiring Manager:)

I am writing to apply for the mechanical engineering position [Company Name] has currently posted with Engineering Career Services at Ohio State. My co-op work experience, academic preparation, and career interests fit this position very well. [Add a sentence to indicate why you are interested in this particular job or company. Example: "In addition, I have a strong interest in the automotive industry, and"]

As the enclosed resume indicates, I will graduate in June 2XXX with a B.S. in Mechanical Engineering from the Ohio State University. My technical electives have focused on manufacturing and automotive design. I have been an active contributor to OSU's Formula SAE racecar, working on suspension design and sponsorship development.

During my five co-op quarters of mechanical engineering experience, I worked my way up to an entry-level engineer's responsibilities. For six months, I was responsible for dimensional quality on three of six forming lines. In this position I learned the value of precise communication between both bargaining unit employees and engineers, in addition to enhancing my technical skills. I also have two quarters of mechanical design experience, during which I selected catalog design components, integrated them into complex mechanical designs, and successfully designed products for manufacturability.

I am very interested in this opportunity and would enjoy meeting with you to learn more about [Company Name] and to discuss how my education and experience could benefit you. I will call your office next week to see if a meeting can be arranged.

Sincerely,

Your signature
Your full name typed
Your email address
Your area code and phone number

Source: College of Engineering

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Dear Mr./Ms. Last Name: (or, Dear Hiring Manager:)

It is with great interest that I am applying for the position of Volunteer Management within Villa Rosa. I learned about this opportunity from Kristen Hall, of your Volunteer Program, who highly encouraged me to apply. I believe that my educational background in Child and Family Development combined with my extensive experience at the Columbus YWCA, and my excellent interpersonal skills make me a strong candidate for the position.

What is so appealing about Villa Rosa is your wide range of vital services offered to young mothers and expectant mothers including a prenatal residential program and the Postnatal House. As you can see in my enclosed resume, I have developed the skills that will make us a great fit. My Bachelor's degree in Child and Family Development and my Volunteer Management course taken at the Volunteer Center of Columbus have acquainted me with the principles of volunteer recruitment, training, motivation, supervision, and evaluation. I have considerable experience in working with young women in a helping capacity, both through my position as a peer counselor at the Columbus YWCA, and as a camp counselor at a camp for behaviorally troubled adolescents. I can also offer you my experience in individual counseling, facilitating discussion groups, and teaching young people about health issues – all of which relate directly to the services which I would be training volunteers to provide within your organization. I enjoy working with youth and possess a strong desire to facilitate positive development in both the young women directly served by your programs, as well as their children. I believe firmly in the value of your services, and would like the opportunity to share my knowledge and experience with your organization.

Additionally, I also possess strong computer skills as well as proficiency in Spanish that may be very useful in your workplace and may add diversity to your work environment.

I would welcome the opportunity to discuss with you how my qualifications can add value to your organization. You can reach me at (513) 874-0193 or by e-mail to buckeye.1@osu.edu at your convenience. Thank you very much for your time and consideration.

Sincerely yours,

Brutus Buckeye

Enclosure
Source: Career Connection