

*Sample cover letter for a mechanical engineering summer internship*

3718 Locust Walk, Suite 20  
Philadelphia, PA 19104

January 20, 2015

Mr. David Jones, Recruiter (address letter to an individual if a name is available)  
Consumer Products Company  
123 Pennsylvania Avenue  
Big City, PA 00000

Dear Mr. Jones:

I am writing to apply for the *R&D Product Development Summer Intern* position, found on the University of Pennsylvania's PennLink system. I am a junior pursuing a Bachelor of Science in Engineering, and majoring in Mechanical Engineering & Applied Mechanics at UPenn. With my engineering coursework and project experience, my innovative mindset and affinity for problem solving, and my history of successful team projects, I believe I am a strong candidate for this role.

As an undergraduate, I have balanced a rigorous course load and a number of extracurricular activities that have allowed me to enhance my skills relevant to this role. Specific to engineering, through my academic project work I have developed abilities in 3-D design and modeling, an understanding of materials, and have practiced different manufacturing technologies. For example, in my Machine Design and Manufacturing course, I along with two teammates created mechanical drawings and designs in SolidWorks. We then modeled, machined and assembled the parts of a working Stirling engine, meeting or exceeding all requirements and deadlines. I have also developed the strong interpersonal and communication skills required to succeed as the R&D Product Development intern; in addition to academic team projects that require collaboration and strong writing and presentation skills, I have been selected by my peers for a leadership role within Penn's Formula SAE team this year, and am an active member of our ASME chapter. Throughout all of my experiences, I have used my dedication to efficient and creative problem solving and my ability to prioritize and manage competing demands to positive ends. I am eager to apply my engineering knowledge and skills at the Consumer Products Company.

I am very interested in interviewing for this opportunity and look forward to learning more about your requirements. Attached, please find my resume for your consideration; it contains not only a further description of my Stirling Engine project, but a more in-depth review of other related projects and experiences that I would be glad to discuss with you. Please feel free to contact me at (215) 000-0000 or by email at [student@upenn.edu](mailto:student@upenn.edu). Thank you very much for your consideration.

Sincerely,

Sarah Student

Attachment (1)