**Jerry Peterson**

**🖂 Street Address, New York, NY 55900 🕿 123-456-7890 🖂** **[Email Address]**

**Today’s date**

Mr. Walter Murphy, Engineering Dep. Director

ABC Company

Address, City, State, zip

**Re: Mechanical Engineer Position, Advertised Nuts and Bolts News**

Dear Sir,

In response to your ad for a mechanical engineer in Nuts and Bolts News, I’m attaching my resume for your consideration.

I have 14 years of experience in designing, installing, repairing, and modifying all types of machinery, including factory models, whether manufacturing machines, heating, air conditioning and ventilation systems, elevators and escalators, engines, and industrial refrigerators and freezers.

I welcome the challenge of maintaining, fixing, and improving other types of machinery which I have not yet had the opportunity to become acquainted with, as well.

During my work for factories of clients, I:

* Supervised when new equipment was installed.
* Performed all troubleshooting procedures.
* Recommended a maintenance schedule for equipment.
* Resolved all malfunctions of machinery.

Highlights of my work experience were keeping production running while servicing machinery and modifying machinery to raise the efficiency of the factory more than the client had ever dreamed of.

(Note - Feel free to add in your own areas of expertise and which machinery you’ve worked with.)

I am able to work a flexible schedule and to be on call for work related emergencies.

Please be in touch with me at your earliest convenience to arrange an interview.

**Cordially,**

**Jerry Peterson**