

AIDA ROSS

Mechanical Engineer
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January 11, 2021

James Taylor

Senior Hiring Manager
J & R Consultants
(987) 654-3210
j.taylor@youremail.com

Dear Mr. Taylor,

I have had a progressively more responsible career in mechanical engineering with the General Motors Corporation, where I have contributed to the engineering in the development of three new car models. I am highly experienced in all facets of new vehicle engineering, from concept to production stages.

Your job description perfectly suits my qualifications and experience level. I am sure that I would be an excellent addition to the engineering team at J & R Consultants. I bring a wealth of experience that would help the company reach short and long-term manufacturing goals.

Most recently, I have:

- Developed and processed plans for a range of "smart" vehicle upgrades and alterations
- Assisted in the development and production of three new vehicles, the Spark 2018, the Cadillac 2019, and the Hummer EV
- Helped to create a new project budget system that significantly reduced the costs of new vehicle development
- Built a rapport with colleagues around the world, with frequent work travel to Australia and Japan

Please contact me at your earliest convenience to arrange a team to meet and discuss the engineering knowledge and abilities that I could bring to your team.

Best regards,

(Insert Signature Here)

AIDA ROSS

P.S. I look forward to telling you how I got short listed for a Hoover Medal.