

## **Matthew Smith**

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Indianapolis, IN 90123

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Jill Fortin  
HR Hiring Manager  
Energy Solutions  
(987) 654-3210  
j.fortin@energyservices.com

Dear Ms. Fortin,

As a mechanical engineer intern at Fresh Water Solutions, I worked side-by-side with my mentor to develop a water filtration system that removes 99% of contaminants from hazardous liquids. My recent bachelor's degree in mechanical engineering, combined with hands-on experience from my internship, has given me sound knowledge of cutting-edge engineering principles and practices.

I have followed Energy Solutions' unique product line and would love to be part of your innovative team. I hope to use my previous accomplishments as a springboard to bring even more success to your company:

- Applied math, physics, science, and technical knowledge to take an engineering team product from concept to mass production.
- Won first place at Indiana University's Design Clinic Conference for a seawater desalination design.
- Used Computer-Aided Design (CAD) and SolidWorks software to develop designs in a team environment.

I look forward to telling you more about how my coursework and real-world experience can benefit your company. I am available to meet at your convenience.

Best Regards,

Matthew Smith

P.S. I'd also like to tell you how I worked with my professor to research advanced energy technologies.