

January 1, 2021

Zoey Logan

Senior Hiring Manager
XYZ International Engineering
(987) 654-3210
zoey@xyzinternationalengineering.com

Dear Ms. Logan,

In the past year, I have cut machinery replacement and repair costs by \$25,000 at Naval Tech Engineering. This has been one of the proudest achievements of my career, and it took dedication and many hours of planning to achieve this goal.

I see that XYZ International Engineering is planning to focus heavily on heavy industrial projects, and this has been my specialty for the past eight years. I believe that my experience would make me a great asset to the team at XYZ International Engineering.

Some of the proudest achievements of my career have included:

- Introduced new and improved preventative maintenance programs that reduced unscheduled machine downtime by 39%
- Implemented new training programs that improved productivity by 16%
- Used my repair knowledge to extend the life of machines by at least 25%

I look forward to telling you more about my experience in repairing and installing heavy industrial machinery. I am available to talk at your earliest convenience.

Kind regards,

(Insert Signature Here)

Ewan McDevitt

P.S I would love to discuss my abilities in working with the latest technology systems.