

# Melissa Anderson

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456 My Street, San Diego, CA 76543

**Lori Taylor**

**Toyota**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youremail.com**

[month, day, year]

Dear Ms. Taylor:

I'm interested in applying for the senior mechanical engineer position with Toyota. As you can see from my attached resume, I have over six years of experience managing new vehicle engineering from initial concept to production stages. During my time with General Motors, I contributed to the development of three new car models. I'm confident my engineering background would be an asset to your team.

Toyota's commitment to quality management and vehicle safety draws me to apply for this opportunity. As a mechanical engineer, I'm passionate about identifying creative solutions to continually refine product quality. I believe I can help your company achieve both short and long-term manufacturing goals based on my previous successes:

- Developed and processed plans for a range of smart vehicle upgrades and alterations in collaboration with cross-functional teams in both the U.S. and Japan
- Supported the development and production of three new vehicles, the Spark 2018, the Cadillac 2019, and the Hummer EV
- Coordinated with engineering teams to develop a new project budget system and improve manufacturing processes, which reduced new vehicle development costs by 10%

I hope to speak with you further regarding how my background in vehicle engineering can enhance product development efforts at Toyota. Feel free to contact me at your convenience for any additional questions you may have. Thank you for your time and consideration.

Sincerely,

Melissa Anderson