

Kevin Morrison

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Pat Martin

Grayson HVAC Inc.

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Pat Martin:

I'm reaching out regarding the senior mechanical engineer position with Grayson HVAC Inc. As you can see from my attached resume, I have over eight years of experience designing high-quality HVAC solutions for multi-million dollar commercial and industrial clients. My engineering background would be a strong asset to your team in this position.

Grayson HVAC Inc.'s reputation as an industry leader in HVAC design is what draws me to apply for this opportunity. In my previous role with Corbin Heating and Cooling, I was integral in designing a new HVAC system for the Detroit Airport. I can solve complex heating and ventilation challenges for your company based on my previous experience:

- Coordinated with cross-functional teams to create a series of technical diagrams and HVAC designs, resulting in a \$10 million contract with the Detroit Airport
- Served as the engineering lead for complex commercial projects and provided coaching and mentorship to junior engineers to enhance performance and drive professional development

- Spearheaded continuous improvement initiatives and developed new engineering processes, which contributed to a 10% reduction in project delivery timelines

I would like to schedule an interview to further discuss how my experience designing commercial HVAC solutions could create value for your clients. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

Kevin Morrison