



June 12, 2010

Mr. Steven Carl
TOG Engineering
52 Production Place
Jefferson, MI 54300

Make sure the contact information for the person you are writing to is correct.

Salutation

Dear Mr. Carl:

Referred by someone known to this person?
Mention it up front. If not, skip this part.

Rick Driskell, from Granada Engineering, recommended that I contact you.

Give an efficient, effective overview introducing who you are in just a few sentences.

For the past three summers, I have interned at Granada Engineering in Springfield, Florida. It was a great opportunity, since I was assigned full project responsibilities. Rick was my mentor there and he enabled me to make a solid contribution that carried through to part-time work while completing my Engineering degree at Florida State University. During my last stint at Granada, I was given a new team of interns to supervise on a project to innovate manufacturing techniques within the company.

Demonstrate that you know the company you are trying to join. This is why you need to do research during your search.

Following my recent graduation, I have returned to Michigan. Rick suggested that I contact you, since TOG Engineering has partnered successfully with Granada in the past. Of course, knowing TOG's work in the manufacturing industry, including your recent push toward sustainable engineering practices, I jumped at his suggestion. Moving forward, I would like to find a place on a team like yours — one that can use my energy and experience.

Acknowledge the other person's time. Ask for a meeting of just 20 minutes. Asking to talk about the company or the industry is more likely to get a positive response than asking about a job at this time.

As VP of Engineering, I'm sure your time is at a premium, but I wonder if you might be able take 20 minutes to meet with me during the week of 6/21? I would like to gain some insight into TOG and find out your perspective on the engineering industry in Michigan.

State when you will call to follow up.

I will contact your assistant next Monday to see if you may be able to meet with me later this month.

Thank you very much, Mr. Carl, and continued good luck to TOG Engineering.

Wrap it up with a thank you.

Sincerely,

Jerry Jobseeker

325 Handle Avenue, Clearwater, FL 97878
Cell: 888-111-9999
jerry.jobseeker@gmail.com

Include your contact information.

Finally...proofread the letter before sending. Make reminder to your self to follow up when promised.