Your Name

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title  
Company  
Address  
City, ST ZIP Code

Dear Recipient Name:

This is [Stephan]. I have read an advertisement for the job post of [Mechanical Engineer]. I have read all the requirements needed for the job and happily feels that I fulfill all of them.

I graduated from [COLLEGE/UNI] in 2007 and possess [MASTERS DEGREE] in [Mechanical Engineering]. I have an experience of [Experience] at [Company Name] for six years. For these six years, I have worked honestly and diligently to fulfill my responsibilities. I have a good reputation as a [Mechanical Engineer] in my field of work.

Summarizing all these requirements I can happily say that I meet all the requirements of the said job. Please consider my application for the process of recruitment and let me know for any other details you needed.

Attached is my CV and all other required documents.

Waiting for your kind response.

Sincerely,

Your Name