

Firstname M. Last Name
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April 7, 20XX

Boston Scientific
Manufacturing & Operations
Quincy, MA

Dear Hiring Committee,

I spoke to a Boston Scientific employee at BU's career fair this spring and since then I have been looking for openings at your company. I am now applying to your Manufacturing Engineer I position in Quincy. I am looking to work in a fast-paced, innovative environment where I can apply my skills to a variety of projects that will have a major impact on health care. I have a strong interest in medical and manufacturing engineering, and I feel I have many relevant skills for the position.

- **Project Oversight:** I've been involved in my family's home remodeling, which includes adding a second story and solar panels, from the start. I help with brainstorming, designing, and refining solutions to problems of safety and quality with a hands-on approach.
- **Technical Skills:** I am a self-starter and a quick learner. I taught myself MATLAB and Latex for my instrumentation class and took a lead role in the final project. I'm now teaching myself AutoCAD and Spanish.
- **Process Design:** In my recent lab job at BU, I was responsible for designing and troubleshooting the experimental procedures which includes treating and handling delicate organic samples.
- **Communication:** I was the only engineer at Downeast Cider House and communicated complex technical concepts to laypersons. At Downeast and my lab job I was solely responsible for contacting suppliers and ordering needed materials.
- **Teamwork:** I enjoy working on international and interdisciplinary teams based on experience from multiple jobs.

I am an energetic and flexible person and I would welcome the opportunity to chat with you about my interest in this position and how my qualifications make me a good fit for this role. I did some construction work in Quincy this summer and am familiar with the area, for example the lovely enormous rainbow gas tank. I am available for interviewing in the next couple weeks and would be delighted to visit you at the Quincy plant. Thank you in advance for your time and consideration.

Sincerely,
Firstname M. Lastname