

POSITION DESCRIPTION

Product Development Engineering careers at Vandelay Industries offer you the chance to drive innovation and embrace bold new challenges as a member of the team responsible for revolutionizing the automotive industry. Today, we're on a new road, with defined goals and renewed energy. You'll see it in our attention to quality and performance, and in the groundbreaking designs and technologies that create an unparalleled driving experience for our customers. We're looking for an Engineer with 0-3 years of experience and a BSME to do the following:

- Design and develop robust manufacturing processes for wiring manufacturing facilities
- Follow Vandelay's Advanced Process Development process throughout the project and assure deliverables are met on time
- Seek out, understand, and interpret product requirements that can be implemented in innovative new manufacturing processes and in a socially and environmentally conscious manner.

1234 Engineering Dr.
Notre Dame, IN 46556

October 15, XXXX

Mr. George Costanza
Director of University Recruiting
Vandelay Industries
555 Pennypacker Way
New York, NY 10021

Knowledge and skills gained through classes and projects count as experience

Dear Mr. Costanza:

I recently spoke with Art Vandelay at the Fall Career Expo at the University of Notre Dame regarding the Product Development Engineer position with Vandelay Industries, and he suggested I contact you. Vandelay Industries' innovative approach to providing eco-friendly options for those in the automotive industry are of great importance and particular interest to me. Furthermore, Vandelay Industries' recent market expansion and use of the most current materials technology in its products is extremely impressive.

My Mechanical Engineering education and my experience in and out of the classroom makes me a valuable candidate. As an engineering intern last year at Delphi I learned a great deal of how engineering and technology companies work closely with the automotive industry, and I believe this experience will allow me to contribute immediately to your team. Additionally, I am committed to advancing social and environmental standards in our industry, as shown through my involvement in the American Society of Mechanical Engineers and Student Energy Board. Our efforts are to reduce materials waste across Notre Dame's campus, and specifically in regards to materials waste in engineering projects. Our efforts reduced physical waste by nearly 22% in the first year, as well as cut costs for the ME department by 3.5% by researching affordable, alternative materials from which to source project prototypes. Furthermore, my active involvement in student government has helped strengthen my leadership and communication skills, both of which are vital for successful engineers. I am confident that I can help move Vandelay Industries' initiatives forward and make a lasting and immediate impact on your team.

Please refer to my attached resume for a more detailed explanation of my experiences and qualifications. I want to thank you for taking the time to read my letter and for considering me for the Product Development Engineer position. If I can answer any questions please feel free to contact me at jsmith@email.com or (555) 555-1234.

Sincerely,

Quantify accomplishments when possible

Julie Smith

Julie Smith

123 Notre Dame Ave
Notre Dame, IN 46556

February 12, XXXX

Mr. Joe Irish
Lilly Corporate Center
Indianapolis, IN 46285

Immediately state why you are interested in the company and position

Dear Mr. Irish:

As a senior Accounting and Economics double major at the University of Notre Dame, I am applying for a full-time position that will utilize my strong communication and analytical skills. I have conducted on Go IRISH and through contact with Ms. Eileen Froehlke, I am interested in an associate tax analyst opportunity. What has especially drawn my attention is Lilly's dedication towards research and development and meeting needs that have been previously unmet in the medical field. As well, Lilly's expectations of high integrity and respect for all the people the corporation serves impressed me.

As a tax consultant intern for True Partners Consulting, I worked extensively in researching Section 199 and other complex tax deductions for our clients. I created templates for future use in evaluating the availability of specific deductions and also generated a methodology for the analysis of fixed assets for tax purposes. As an international tax intern for Zimmer, Inc., I was able to learn the foundations of the U.S. and foreign tax structures and experience first hand the importance of tax solutions in a Fortune 500 company.

In my Principles of Marketing class, I led a team of eight through a semester-long project which followed a product through the entire marketing process and resulted in a 200-page report and 20 minute presentation. I led discussions, critiqued my team members' work, and motivated them to produce the best work possible. Outside of my academic and work experiences, I served as the Community Service Coordinator for the Black Cultural Arts Council and fostered a relationship with the Robinson Community Learning Center establishing community service activities for our club.

Accompanying this cover letter is my resume, which I also submitted through Go IRISH for your review. I would like the opportunity to further discuss with you the associate tax analyst position and my qualifications. I noted that Lilly will be conducting on-campus interviews and hope to talk with you sometime before then. Thank you for your consideration.

Sincerely,

Anthony Hermann

Anthony Hermann

When applicable, state that you have applied on Go IRISH, and indicate interest in obtaining an on-campus interview

Highlight relevant skills gained through specific internship and academic experience

POSITION DESCRIPTION

As an Associate Financial Analyst, you will experience an exciting career offering a wide range of opportunities for professional development, including the two-year Lilly Initial Financial Experience ("LIFE") training program. By strengthening your skills through a variety of financial assignments, you will deepen your financial expertise, learn and contribute to the business, and impact patients through your work in finance.