Here is a sample cover letter if you are applying for an engineer position in a company. Observe the strict format and how well the sample cover letter is written.

February 14, 2006

Ken Li

Human Resource Office Head

United Engineers Residential Company

New York, NY 10945

Dear Mr. Li:

Mr. Samuel Johnson informed me about the vacancy in your company. As a respond to it, I would like to express my interest to apply in the United Engineers Residential Company as a materials engineer.

In my past working experiences, I worked as an assistant engineer for two years. Later than that, I had a one-year experience in a geological firm in Los Angeles City as an on-the-job trainee. During my college years, I belonged to an active student organization of engineers where I played an active part in the engineering projects committee. I finished my undergraduate course with flying colors. In the mean time, I am a part-time student in masters in civil engineering.

It would be my pleasure to discuss with you how my past work and extracurricular activities will help in your company. I will be waiting for your response. Thank you and more powers.

Very truly yours,

Peter Haker