

# Application for Part-Time Mechanical Engineering Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the part-time mechanical engineering internship position at [Company's Name] as advertised [where you found the job posting]. I am currently pursuing my [degree name, e.g., Bachelor's in Mechanical Engineering] at [Your University], where I have developed a strong foundation in mechanical systems and engineering principles.

Through my coursework and hands-on projects, I have gained experience in [mention any relevant skills or tools, e.g., CAD software, thermodynamics, etc.], which I believe would make me a valuable asset to your team. I am particularly drawn to [specific aspect of the company's work or values] and am eager to contribute my skills to your innovative projects.

I am available for the internship [mention your availability, e.g., evenings, weekends, etc.], and I am excited about the opportunity to learn and grow in a practical environment. Enclosed is my resume for your review. I look forward to the possibility of discussing my application further.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]