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123 Example Ave.  
South Bend, IN 46617  
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Email: jdoe@nd.edu

March 21, 20XX

Mrs. Jane Smith  
Recruitment Officer  
The Corporation  
123 Pleasant Lane  
City, ST 12345

Dear Mrs. Smith,

As a 5<sup>th</sup> year Ph.D. candidate in the Department of Aerospace and Mechanical Engineering at the University of Notre Dame, I am interested in a position in the technical engineering career path in the aerospace field, specifically the gas turbine industry. My research advisor Dr. Smith suggested I contact you. I believe my skill set and experience is ideally suited to adding real value and making an impact in applied research and development related to compressor and turbine aerodynamic performance. I possess two distinct skill sets and experiences that set me apart from other graduating Ph.D engineers.

The first is 7 years of practical experience related to designing experiments, managing and executing test plans, and analyzing and communicating data from transonic compressors and turbines as a member of a research team. I have assisted in building and upgrading two high speed turbomachinery test facilities. I have managed two funded research test programs, assisted numerous other test programs, and helped bring in two funded research contracts based on my academic work. I learned to work effectively with professors, engineers, technicians, contractors, and other graduate students as a valued member of these research teams. Problem solving, communicating technical concepts, adapting to unexpected challenges, and working as a team are all essential skills that I have developed as a result of these experiences.

The second is that I have directed a project through the entire research and development process. The novel techniques I have developed for measuring turbomachinery rotor flow fields began as a problem confronted as an undergraduate and has guided much of my academic work in graduate school. While my advisors provided guidance and input, I was responsible for directing the research project through the different R&D stages, including problem definition, conceptual design, proof-of-concept testing, proposal development, and implementation. I learned to take the initiative, acquire new skills, think creatively, provide independent motivation, prioritize resources, and craft coherent messages in order to be successful.

I know The Corporation values innovation and works to develop new technologies for application in gas turbines, and I believe I am able to make significant contributions in this area. I find applied research and development to be a challenging and fascinating work environment, and I believe that I would be a great fit within The Corporation. I am planning on defending my dissertation and graduating at the end of August 20XX. I greatly appreciate your time and attention and look forward to hearing back from you.

Sincerely,

John Doe

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