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## Work experience letter for mechanical engineer

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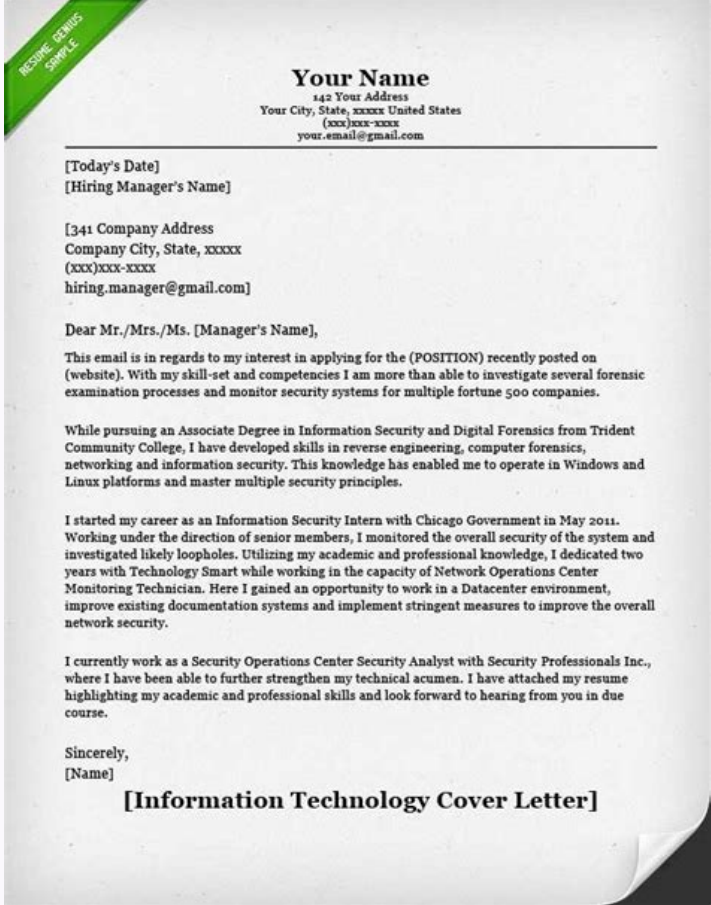
Engineering companies get bucket loads of requests for work experience, so how can you make your work experience letter stand out from the crowd? What is going to make them shout "Crikey, we've got to get this person in!"? 1. Show them that you can genuinely offer them something; 2. Tailor your work experience letter to their company; 3. Keep it short. The golden rule when applying for work experience is: "it's all about what you can offer them, not what they can offer you." You might be foaming at the mouth to work for a particular company, but why should they be as keen as beans to have you?



Some work experience letter basics... Always assume the person who will read your work experience letter is busy; they won't want to spend longer than a few minutes reading your letter. Long poetic sagas extolling your virtues are out; short, snappy letters are most certainly in. Your letter should really be three to four short paragraphs and no longer than an A4 page. Bear in mind also that most engineering firms are pretty strait-laced, so sending in a letter that says "Oi guv, giv us sum work experience" won't impress. Your letter should be professional and formal. Also, you should research the firm before you write the letter. You should know who they are and what they do. Try and find out about their work experience opportunities and come up with some convincing reasons why you want work experience with them, e.g. something other than "It'll look good on my CV". In its very basic form, your engineering work experience letter will most likely answer these four questions: 1. Who are you? 2. Why are you writing to me? 3. Why do you want to do work experience at this firm? 4. Why should we offer you work experience? Structure... Addressing your work experience letter Try and address your engineering work experience letter to a named person (find out who you are writing to). Use a formal business letter template: your address and the name and address of recipient should be at the top of the letter. If you are emailing them, put the cover letter in the body of the email and omit the addresses. Paragraph 1 This is where you might want to answer the "who are you?" and "why are you writing to me?" questions. If it's a speculative engineering work experience letter, you might say something like: "I'm writing to enquire whether your firm offers work experience opportunities for first year university students. I'm in my first year of an MEng in Mechanical Engineering at the University of AllAboutCareers..." or something similar. If you are writing in response to an advertised work experience vacancy, then you should mention the vacancy and how you heard about the opportunity (particularly if you were referred by a mutual acquaintance). You might want to give a unique reason why you'd be fantastic for their company. Paragraph 2 Introduction over, now it's time to plunge headfirst into why you want work experience at that particular engineering company. For that, you'll need to know exactly what they do and what areas of work you're interested in.



Tell them exactly what it is about their company that appeals. Check ► Work Experience IdeasParagraph 3 This is the important bit: you should explain exactly what it is that makes you an excellent work experience candidate. Think about the skills or qualities you have that will be an asset to the company. This might mean telling them about certain technical knowledge or skills you possess. For example, you might want to highlight your CAD skills, competence with certain software, or other relevant skills. If they've listed any specific attributes in their work experience advertisement, which they're expecting candidates to possess, then you'll need to show that you have them. Make sure you showcase the skills or technical knowledge that they ask for in the job brief and back everything up with evidence. Paragraph 4 This should be very brief.



State when you are available for work experience (if it's a speculative application) or interview. Be positive: "I'm looking forward to your reply." You should end the letter "Yours sincerely" if it's being sent to a named person; if you haven't managed to find out a name then use "Yours faithfully" followed by your name (obviously!). Of course, the above structure is by no means set in stone, feel free to play around with the structure and content of your letter, but always try and keep it professional. Right, so you've written it, let's fire it off then? Hold your horses! It isn't over until the proofreader sings. By proofreader, we mean you. Scour every inch of your covering letter for spelling mistakes and grammatical errors. After all, these faux pas are the mark of an amateur. Get your friends or family to check it over too. Click to rate! Was this Content Helpful?YesNo [Below briefly focus on sample Work Experience Letter Format for Mechanical Engineer, mechanical site engineer, trainee mechanical engineers, senior mechanical engineers and various job positions of mechanical engineering in companies, offices etc. You can modify these sample as your requirement.]Mechanical Engineering Experience LetterTo Whom It May ConcernThis is to certify that (Your name) D/O (Date of birth and employee name), CNIC# (000-111-222) has worked for (Company/Institute name) as Mechanical Engineer (Job designation). We found him hard at work on the job and he completed many projects under his supervision for the company. He has a delighting personality and proven very decent in communication. (Briefly describe on job responsibilities).To recognize the importance of his work we have a block with his name (name) in our company's head office. He worked seven years (More/less) for (Company/Institute name) and grow from a Trainee Mechanical Engineer (First job designation)to Mechanical Engineer. (Job performance and other qualifications). We wish for his success in the future.Sincerely,Your name..Group Manager HR (Job designation),(Company/Institute name)Mechanical Engineer Experience Certificate FormatTo Whom It May ConcernWe proud to issuance this experience letter to one of our legend employee (Employee name), Mechanical Engineer (job designation) at (Company/Institute name). We at (Company/Institute name) never want to lose such brilliant, talented, innovative, devoted to work and sincere employee. As per our company policy, we also encourage employees for better opportunities in life.(Employee name) worked for six years (More/less) starting from (date) and proved his abilities to all the challenges he was facing during the employment. (Briefly describe on job responsibilities). His pleasant personality and strong communication skill make him most perfect for any international level job opportunity. It is not easy to mention his all the achievements so we issued extra appreciation and award certificates for his achievements.One of his achievement was that he won employee of the year award for two times and one award for most innovative employee of the year. (Job performance and other qualifications). We at (Company/Institute name) wishing best in his future career.Sincerely YoursYour name..Group Manager HR (Job designation),(Company/Institute name) As a mechanical engineer, you have a right to get your experience certificate after working for a certain time period in any company. If you leave your job with proper resignation, then you will definitely get your experience certificate, it doesn't matter how many months you worked in that company. Here you can find sample mechanical engineer resume formats from trainee level to experience level, which you can download in Word format also. If you are an employer then you can use these formats to issue to your mechanical engineer employees. TO WHOM IT MAY CONCERN This is to certify that Mr./Ms. [Employee Name] was employed with our company from [date] to [date] as [job title]. During his tenure, we found him/her very sincere, hardworking, and diligent. We wish all the success in all his/her future endeavours.



For the company name, Authorized Signatory, To Whomsoever It May Concern This is to certify that Mr./Ms. [Employee name] has worked in our organization in the position of Mechanical Engineer from [date] to [date]. His major responsibilities included planning & creating mechanical designs using CAD, developing & validating the testing processes, evaluating the performance & safety of the final products. He/She is honest and sincere and his/her performance was very good. We wish him all the very best in his/her future career endeavours. For the company name, Authorized signatory, To Whom It May Concern This is to certify that Mr./Ms. [Employee name] was employed in our organization as a Trainee Mechanical Engineer in [department] from [date] to [date]. During his tenure, we found him/her sincere, hardworking, and punctual. We wish you all the very best for his/her career and future efforts. For the company name, Authorized Signatory, To Whom It May Concern We are glad to offer this work experience certificate for Mr./Ms. [employee name], who has worked in our organization as a Maintenance mechanical engineer in the Maintenance department. His/her job responsibilities included preparing equipment installation drawings, ensuring proper installation of equipment, planning & executing preventive maintenance programs, breaking down maintenance, and ensuring the proper implementation of HSE standards at the workplace. We found him a highly committed team player with strong conceptual knowledge. We wish all the success in his/her future endeavours. For the company name, Authorized signatory, Work Experience Certificate It is certified that Mr./Ms. [employee name] worked as a [designation] in [department] in our company from [date] to [date]. His /her job responsibilities included designing, developing, and testing prototypes, drawing product outline systems using AutoCAD, designing systems and components, estimation of budget and scope of the project, evaluating the overall performance of the final product, etc. Mr./Ms. [employee name] has performed all his/her duties and responsibilities with attention to detail at all times. During his / her service he/she has been found sincere, reliable, and trustworthy. We wish him/her all the success in all his/her future endeavors. For the Company name, Authorized Signatory, Recommended: