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| --- | --- | --- |
| YOUR NAME | | |
|  | (303) 361-8459 aleena.rashed@gmail.com |  |
|  | 1807 S Rock Creek Pky, CO 80027 aleenarashed.com |  |

17 June 2022

Kris Leung

100 Technology Drive

Broomfield, Co, 80021

(720) 305-2957

kris.leung@gmail.com

Dear Mx. Leung,

I am pleased to be applying for the position of Mechanical Engineer at Biofire Technologies. With 6+ years in the field, I believe that my extensive experience working with 3D CAD Software – SolidWorks, in particular – to architect and execute lightweight materials creation will contribute greatly to your organization.

I am recognized for my attention to detail and precision in the handling and manipulation of fragile materials. Moreover, I have a proven track record of expert communication, having worked as a liaison between various teams, including design, production, quality assurance, and machine shop floor personnel.

What draws me most to your company is your work in the health care industry. During my time at SeedSecure, I learned the demands of working in an FDA-regulated environment and pride myself on maintaining the utmost adherence to safety and sanitation rules and regulations. Furthermore, I make a priority of studying the latest industry trends and best practices, ensuring that myself and my team are bringing the most current standards to the shop floor.

Enclosed you will find my resume, which further details my skills, experience, and qualifications. I look forward to further discussing with you how I can contribute to the goals of your organization. Please contact me at your earliest convenience via email at aleena.rashed@gmail.com or by phone at (303)-361-8459.

Sincerely,

Aleena Rashed

**Logo

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**Dear Job Seeker,**

**We recently updated all of the cover letter templates on** [**ResumeGenius.com**](https://resumegenius.com/) **to reflect the most recent HR and hiring trends.**

Our goal is to give our users the best chance at landing job interviews, and our templates are a major part of how we aim to accomplish this goal.

Each of our newly designed and re-designed templates were built specifically to bypass the Applicant Tracking System software companies use to filter out candidates, and are formatted to be visually pleasing and easy to read.

But while our cover letter templates take the pain out of formatting and provide a strong foundation for your own cover letter, it takes effective writing to win over the hearts of employers, hiring managers, and recruiters.

If you’re still struggling to write your own cover letter, check out these free resources so you can put together a cover letter that showcases how you’re the best person for the job:

·     [Cover letter builder](https://resumegenius.com/cover-letter-builder)

·     [How to write a cover letter](https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter)

·     [Cover letter examples](https://resumegenius.com/cover-letter-examples)

Once you’ve written a great cover letter, pair it with a convincing resume by using a matching [resume template](https://resumegenius.com/resume-templates). Here are a few resources to help you write a resume that gives your application the edge it needs to land you the interview:

·     [Resume builder](https://resumegenius.com/)

·     [How to write a resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)

·     [Resume examples by industry](https://resumegenius.com/resume-samples)

Best regards,

Shape

Description automatically generated with medium confidence