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19th June 2014

Ms Nguyen Van B
HR Manager
ABC manufacturing company
Thuan An, Binh Duong

Dear Ms B,

Apply to: Mechanical Engineer position

I have recently seen an advert on the Careerlink.vn website for the position of a Mechanical Engineer and I would like to apply with interest.

After receiving a Bachelor of Science degree in Mechanical Engineering from the HCMC University of Technology in 2011, I have taken a position as a Mechanical Engineer at DEF Company specializing producing hand tools. I have been responsible for making operation standard for all process in workshop, updating and management drawing in system, controlling drawing to make sure all versions are newest, reviewing of design document, following up all Issues (ECN, NCR, CAR), controlling ISO9001 in technical department.

In addition, I am proficient in using in AutoCAD, Solid work, Solidedge. My key strengths include strong troubleshooting skills, quick problem solving ability and passionate to learn and adopt new technologies and skills.

As my years of education and experience make me feel confident that I get the job done efficiently.

My enclosed resume provides more details on my qualifications, skills and work experience. Please feel free to contact me if you have any further questions. Thank you for your consideration.

Yours sincerely,
Nguyen Van A