

# Engineering Trainee Cover Letter

23796 Jerrold BrookLudivinaborough, IN 21177

**Dear Corey Heller,**

In response to your job posting for engineering trainee, I am including this letter and my resume for your review.

Previously, I was responsible for oversight and support to materials management in effectively identifying parts that will improve the reliability and performance of systems and equipment.

Please consider my qualifications and experience:

- Display basic understanding of the development of Industry 4.0 (Connected Industry) hardware and software
- Good knowledge of SAP R3, CATIA V5, Microsoft Office, Microsoft Project
- Excellent communication skills in Portuguese and in English, ideally also in German
- Strong customer focus and problem-solving to analyze the problem and think creatively to provide a solution
- Willing to put self in unfamiliar situation in order to learn and to identify new areas of learning
- Able to identify issues, problems and opportunities and choose appropriate actions
- A proactive/can-do attitude is vital
- Full computer literacy with experience of Microsoft packages (Word, Excel, Power Point, Outlook and Internet Explorer)

**Thank you for considering me to become a member of your team.**

Sincerely,

Quinn Wilderman