

January 31, 2017

Dear Campus Recruiter,

I am a Freshman Civil Engineering major at Carnegie Mellon University and am reaching out regarding my interest in the Veolia Summer Internship Program. I learned about the position during my search for Civil Engineering Internships on our online career resource, Handshake. I am interested in this role because I feel that my leadership experience and class project work align with Veolia's mission to employ ambitious individuals who desire to create sustainable solutions to this country's challenges in energy, water and waste.

During my first semester at Carnegie Mellon University, I worked on a team project for my Intro to Civil & Environmental Engineering class titled "Bridge Over Troubled Water." The project challenged us to build a tress out of popsicle sticks that could support a large amount of weight. Through this project, my team was able to use our analytical and collaboration skills to come up with different designs, then decide on the best design and execute it in the classroom. This project taught us how to take basic engineering practices that we learned in the classroom and apply them in a practical manner.

In addition to my experience inside the classroom, I have also developed my leadership skills through my participation in CMU's Society of Women Engineers. This semester, I participated in SWE's event planning committee to coordinate a networking event that drew 200 students and alumni. Specifically, my role was to email invites and collect responses for those attending the event. Through this experience, I learned the importance of communication, prioritization and time management.

Veolia is committed to providing creative engineering solutions to community issues all over North America. I am confident that my classroom experience paired with my dedication to service and leadership make me a great candidate for your Summer Internship Program. I look forward to hearing back from you at your earliest convenience. If you have any further questions, please do not hesitate to reach out via email at eneer@andrew.cmu.edu or by phone at (123) 456-7891.

Thank you for your time and consideration,
Enja Neer

October 9, 2015

Merck & Co., Inc.
Process Development, Scale Up and Launch Department
21 E. Washington Street
Princeton, NJ 07001

Dear Hiring Manager,

I am a Junior Chemical Engineering major at Carnegie Mellon University writing to apply for the Merck Manufacturing GSTC summer intern position. I learned about the position through talking with Ms. Anna Jenkins at the CMU Society of Hispanic Professional Engineers Fall corporate mixer that I helped to host on September 27th. I have a great passion for the pharmaceutical industry and after speaking with several different Merck representatives, I believe that my values align with Merck's. I would like to utilize my laboratory, analytical and leadership experience to contribute to Merck's business.

Last semester, I worked with a team on a Chemistry Lab Project to analyze the nutritional content of energy drinks. The idea stemmed from the fact that energy drinks are popular among college students and we could use our data to better inform our audience about their choices. My role was to act as a facilitator to oversee my teammates and make sure that we were efficiently working to meet deadlines, and so I was able to put my time management skills into practice. We developed a procedure involving UV-Vis spectrophotometry to evaluate the taurine content. We worked through problems that arose with the reaction by performing continuous research on analytical methods. As a GSTC intern, I would endeavor to apply my problem solving and laboratory skills to work on projects that would positively impact the wellness of people.

I strive to promote diversity and integrity in the organizations I am involved with on campus. For example, I am the External Vice President for the Society of Hispanic & Professional Engineers (SHPE). My goal is to help my Hispanic/Latino community develop skills they may need in order to thrive throughout their college years and beyond. To achieve this goal, I organize several networking and professional development events. Some of the events that I coordinate are the corporate mixers, which usually have over 100 attendees each. It is crucial that I maintain consistent communication with our corporate sponsors to foster strong ties and to continue expanding our network to provide opportunities for SHPE members. This position has allowed me to improve my communication skills and learn to interact with different types of people.

Merck is consistently changing the healthcare industry by developing new products that improve millions of lives. I hope to be a part of a team that creates that change. I look forward to hearing back from you and discussing my possible future involvement with Merck. If you have any questions, feel free to contact me at (111) 222-3333 or pollymer@andrew.cmu.edu. Thank you for your consideration.

Best Regards,
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