



## Example - Cover letter

Jane Doe | Odense |  
12 34 56 78 | jdoe@live.dk | www.linkedin.com/in/jdoe

February 1, 2023

### **MECHANICAL ENGINEER EXPERIENCED IN ISO 13485**

The products from Cook Medical help make a difference to patients around the world every day. And I want to be a part of this difference. It's about doing what's best for the patients, a goal I, as a physiotherapist and mechanical engineer, seek in the job at Cook Medical. In the efforts to fulfill this goal, quality assurance is an incredibly important element. With the many specialties Cook Medical has at its disposal, as well as values such as quality, employee involvement and integrity, it is a company I will work for and represent with great pride.

#### **Knowledge of production**

In terms of my mechanical engineering education, I will be able to enter into a collaboration with the production and development departments and ensure that the quality of the products meets both internal and external requirements. My professional background means that I can advise on quality issues around development, production and raw materials. Through my internship and my studies, I have knowledge of the EU directive for medical equipment, as well as ISO 9001 and ISO 13485. I know how important quality assurance is. For Cook Medical, this means that you get an employee who is involved in quality assurance work and who can help maintain quality in production.

#### **Systematic and analytic**

I am quick to familiarize myself with new areas of expertise and acquire new knowledge. And most importantly, I can use this knowledge and translate it into results. As an engineer, I am used to asking critical questions and know that the difference lies in the small details. When reviewing reports and other documentation, it is important to be systematic and analytical, and I am. With my mathematical thinking, I will be able to quickly form an overview of large amounts of data and create communication for other colleagues and departments.

## **Target-driven and ambitious**

My aspirations for a job as a quality engineer at Cook Medical is a learning environment with daily challenges. There is the possibility of collaboration within and across professional lines, but at the same time an expectation of independent occupation. I can keep an overview in a busy everyday life and still immerse myself and provide focused work.

Finally, the opportunity to create unique products that make a difference in many people's lives will be incredibly rewarding and motivating for me.

As a person, I am approachable and happy, and as my little sister says, you can always hear me smile when I speak. I hope to get a chance to further elaborate on my skills and motivations. And I look forward to an in-depth conversation.

With best regards,  
Jane Doe