

123 Street Name
Rochester, NY 14623

Dear Recruiting Manager,

I am a student in the Bachelor of Science degree program in Industrial Engineering at Rochester Institute of Technology in Rochester, NY. I would like to inquire about possible summer co-ops/internships at Walt Disney World in June 20XX in the area of Industrial Engineering. My resume is attached for your review and consideration.

The best Engineering Interns are responsible, smart, work efficiently in teams, have a strong work ethic and effective time management skills. I am confident that I have these characteristics and would feel passionate about working at Walt Disney World. At my current co-op with Boeing, I work with a team to implement a 5S Pilot Program that will eventually be going through the rest of the plant. We chose a couple of areas in the plant to start teaching and implementing 5S. Through this pilot program, we have found what works and what does not when implementing 5S. I have also helped in driving down the amount of rework hours on a stator/armature line. I recorded data and saw where most of our rework was stemming from so we could focus on the big issues first.

The current engineering project that I have become very involved in is the RIT Hot Wheelz Formula SAE Hybrid which is an all-female hybrid vehicle team. We will soon compete in a Formula race at the 20XX Formula Hybrid Competition in (city, state). I am currently a designer on the steering subgroup of this team and am helping to completely redesign and manufacture the steering system within the car. We are researching and applying Ackerman Steering to our car this year to improve the way the car moves as it is being turned. Our team is making sure our car is compliant with all of the rules and is able to race at competition. One of our top priorities is to keep our team safe in building this car, which we do by having all the proper personal protective equipment (PPE) and educating each member on what to do if a situation arises.

On campus, I am involved with the Society of Women Engineers and hold a part-time job at Brick City Café, one of the food establishments on campus. With all of these activities, I am developing strong time management skills and am able to balance my various roles with my school work. I have learned a lot through all of these extra-curricular activities and work hard at being organized to ensure that I get everything done on time.

I am a hard worker and with my education and passion for The Walt Disney Company, I am confident that I would be an effective addition to your team. Please feel free to contact me at (phone number) or (email) to further discuss my qualifications and how they can benefit your team.

Thank you for your time and consideration.

(your name)

Enclosure: Resume