SAMPLE – FICTIONAL DETAILS · NOT A REAL PERSON, BUSINESS OR OFFICIAL FORM

Job cover letter

Sample cover letter for a fictional mechanical engineer applying to a fictional UAE employer.

Rohan Pillai · Kochi, Kerala · rohan.pillai.sample@example.com · +91 90000 00011

12 November 2026

Hiring Manager
Meridian Marine Services (fictional employer)
Dubai, United Arab Emirates

Dear Hiring Manager,

I am applying for the Mechanical Engineer — Maintenance role advertised for your Dubai yard. I have six years of rotating-equipment and planned-maintenance work in Kochi ship-repair and a year supporting a Gulf contractor on a shutdown, and I am looking for a permanent role in the UAE.

In my present post at Harbour Line Engineering (fictional), I plan weekly maintenance for pumps, compressors and deck hydraulics, write the permit and isolation notes, and close the job cards in the CMMS. In 2025 I led a small team that cut repeat failures on a ballast-pump family by changing the seal standard and the inspection interval. I am used to reading vendor manuals, writing a short technical English report, and handing over to the next shift in a clear log.

I would welcome the chance to discuss how this experience would transfer to your yard. My CV is enclosed. This letter uses fictional names and is only a QuillVita sample.

Yours sincerely,
Rohan Pillai