

# Robert Smith

## Electrical Engineering Intern

### CONTACT DETAILS

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www.qwikresume.com

[Today's Date]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

This is with reference to your job posting for the position of Electrical Engineering Intern. I am an Engineering graduate of XXX University. During my graduation days, I have got the understanding of the knowledge needed to be an Electrical Engineer.

I believe I have the knowledge and an urge to learn that makes me the right fit for this position. I am ready to learn new things and the best ways to work that helps me in becoming an expert professional. Presently, I can do a good job as an intern in your company as I have the following skills-

- Good understanding of products.
- Expertise in all the electrical related jobs
- Understanding client requirements.
- Self-motivational and deadline orientation.

Please give me an opportunity to work with your esteemed organization. I assure you to work hard and meet your expectations from my services.

Please find my resume for your kind consideration.

Sincerely,

[Your Name]

# Electrical Engineering Internship Cover Letter

**Zhe Xu**



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