

# Robert Smith

## Electrical Engineer

[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 letter is regarding my interest in applying for the post of Electrical Engineer at [XXX Company]. My four years of experience as an Electrical Engineer at [YYY Company] aligns well with the expertise and qualifications you are seeking at your company. With a strong educational qualification and a passion for the Engineering field, I am confident that I can contribute to the growth and development of your company.

[XXX Company] has set the benchmark in the field of manufacturing chipsets and electronic circuits. They have attained an award for manufacturing a highly durable and cheapest chipset and also for the best design in the AC circuit. Your company can provide me a great platform to enhance my skills.

In my current role as the Electrical Engineer at [YYY Company], I oversee the design and development of new circuits and chipset manufacturing process. I have made a design in the chipset, which saves more current than the existing chipsets. The design and development of these products have given me great success in my carrier, and this design has achieved four awards. I perform the following tasks and duties at [YYY Company]:

- Organizing meetings.
- Educating people regarding new projects.
- Designing circuits as per customers' requirements.
- Making changes in existing designs.
- Extracting work and completing projects on time.

I have strong organizational and analytical skills with strong knowledge of design and development. The vacant position in your company is suitable for my knowledge and past work experience. I believe that I can be a valuable member of your team for the growth and development of your company.

Thank you for your time and consideration.

Sincerely,

[Your Name]

# Electrical Engineering Cover Letter Example

**Camilla Rothe**



## **Electrical Engineering Cover Letter Example:**

The Cover Letter Book James Innes,2015-11-10 In a competitive job market first impressions are vital To get an interview you re going to have to stand out and a well executed cover letter is vital to ensure that you do not fall at the first hurdle This book takes you through all the essential rules and high impact strategies to ensure your cover letter makes you stand out from the crowd It takes a detailed look at the fifteen most common cover letter mistakes to ensure you do not make the errors that the competition will be and covers every situation from email and fax to speculative letters career development letters and advert response letters

Cover Letters In A Week Pat Scudamore,Hilton Catt,2013-03-29 Sunday Understand the importance of first impressions and the common mistakes people make Monday Ensure your application is taken seriously with a cover letter that is concise complements your CV and is targeted to the job you have applied for Tuesday Discover how to style and structure your cover letter with advice on forms of address etiquette fonts margins and the importance of white space Wednesday Design your cover letter to engage your audience and overcome the competition for advertised jobs Thursday Design a speculative cover letter to approach the invisible job market Friday Learn how to address cover letters to agencies and recruitment consultants Saturday Learn from your applications whether successful or not and develop your writing style for the future

**The Google Resume** Gayle Laakmann McDowell,2011-01-25 The Google Resume is the only book available on how to win a coveted spot at Google Microsoft Apple or other top tech firms Gayle Laakmann McDowell worked in Google Engineering for three years where she served on the hiring committee and interviewed over 120 candidates She interned for Microsoft and Apple and interviewed with and received offers from ten tech firms If you re a student you ll learn what to study and how to prepare while in school as well as what career paths to consider If you re a job seeker you ll get an edge on your competition by learning about hiring procedures and making yourself stand out from other candidates Covers key concerns like what to major in which extra curriculars and other experiences look good how to apply how to design and tailor your resume how to prepare for and excel in the interview and much more Author was on Google s hiring committee interned at Microsoft and Apple has received job offers from more than 10 tech firms and runs CareerCup.com a site devoted to tech jobs Get the only comprehensive guide to working at some of America s most dynamic innovative and well paying tech companies with The Google Resume

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