

# 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

**Shasha Hu**



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