

UFANA, SUNDAY AGIDA

ELECT/ELECT ENGINEER (TELECOMMUNICATIONS AND ELECTRONICS)

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The management

RE: APPLICATION FOR AN EMPLOYMENT

Dear management officer,

Please accept my enclosed resume, which I am sending at this time to your firm. The skills and qualifications I would bring will prove to be an asset to your organization.

My on-the-job experience as electrical engineer, having done student Industrial work experience scheme (SIWES) in Transmission Company of Nigeria (TCN) going through all their department, couple with my experience during my youth service with ECOWAS in the department of information and communication technology.

Hence my attachment with Abuja Electricity Distribution Company (AEDC) assisting in maintenance, installation of meters and other electrical panels, after which I move to CEPLAS Industries Nigeria LTD to acquire practical knowledge of power and industrial drive. This has afforded me a well-rounded skill set.

For many years, I worked to develop myself in electrical, electronic and telecommunication equipment installation and maintenance and had the opportunity to hone my basic troubleshooting, problem-solving and organizational skills to ensure that clients' electrical/ electronic machines were running properly at all times. Installing electrical/electronic equipment under supervision also helped me to develop project management skills, such as time management, cost projection and scheduling.

I have highlighted what I feel are my most critical career achievements and qualifications that I believe will prove beneficial to the position you are offering. Some of the highlights includes:

Sound grasp engineering problem identification and resolution while inspecting electrical systems to ensure safety and efficient system processes.

- Basic ability to carry out the installation of electrical equipment and machineries such as: motors, generators, panels etc. while assisting the electrical supervisor.
- Methodical, customer/client focused approach and a strong drive to see things through completion
- Ability to work well with a team and contributing to team effort by accomplishing related results as needed

Throughout my career, I have proven to be a detail-oriented individual who has consistently met project cost and time estimations and schedules and have repeatedly satisfied customers and clients in the design, installation and maintenance of their electrical, electronic telecommunication equipment. I will continue to apply these assets to your establishment and ensure that your organization will be satisfied with my results.

I am eager to arrange a personal interview to further discuss my qualifications. Please contact me at your earliest convenience. Thank you for your consideration.

Sincerely,

Ufana S. Agida