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HR Manager,

ABB

Bengal Intelligent Park Ltd.

Sector V, Salt Lake City

700 091

West Bengal.

Respected HR Manager,

I am writing this with an attempt to express my interest for joining your company as a Young Graduate. I have completed Masters in Electromechanical engineering; major in Energy (Renewable Energy) from Brussels. My desire to join the ABB aroused during my job search and was waiting for the right opportunity to apply in the company. I was interested by the work ABB is doing and the various research and achievements it has achieved. Clean technology is a major aspect of the ABB with values in mind commitment, innovation and responsibility. This is the most attractive aspect of the company for me, as it involves delivering the best with the utmost sense of responsibility. Energy sector is hugely diversified as there are excellent opportunities in this sector, so I am really interested in working with the company. This really attracted me because I have worked previously after my bachelors in a company in which my responsibilities were design and manufacturing of hydraulic tensioner. Also my responsibilities were working in the development phase of the product, so I have an in hand experience about the sector. ABB is a big company and builds its reputation on constant innovation and as I am really interested with renewable energy industry it is my eagerness to work with ABB.

I am a young engineer but I have an industry experience of almost a year, so I am pretty aware of the company environment, the pressure, the fun and learning experiences. I am a very dedicated individual, with the capability of working in pressure situations, knows the importance of deadlines and very particular about delivering it. From my previous experience, I know the importance of team work and generate the ability to approach a project and work sincerely, together with the team, as one individual cannot do wonders. I am an effective planner and organiser and pride myself in bringing the right measure of enthusiasm in the work environment. I have worked on several projects in the previous company and also was involved in the final year project of my bachelors, which involved design and fabrication of a biodiesel powered vehicle and testing in with different blends of biodiesel for on road and off road performance. My outgoing friendly behaviour allows me to interact with personnel at all levels. I am quite sincere about what I do, but also I possess a good sense of humour to lighten the mood in the workplace. I speak fluent English and have a basic knowledge in German in terms of vocabulary, and have interests in learning new cultures and languages.

The accompanying resume attached with this letter will give you an idea about my potential and the contribution I can make towards the development of the company. I understand the importance of clients and the satisfaction of their needs. If I am selected as a possible candidate, I will work with utmost dedication and hard work for the betterment of the company.

Thanking you for your time and considerations,

Yours sincerely,

