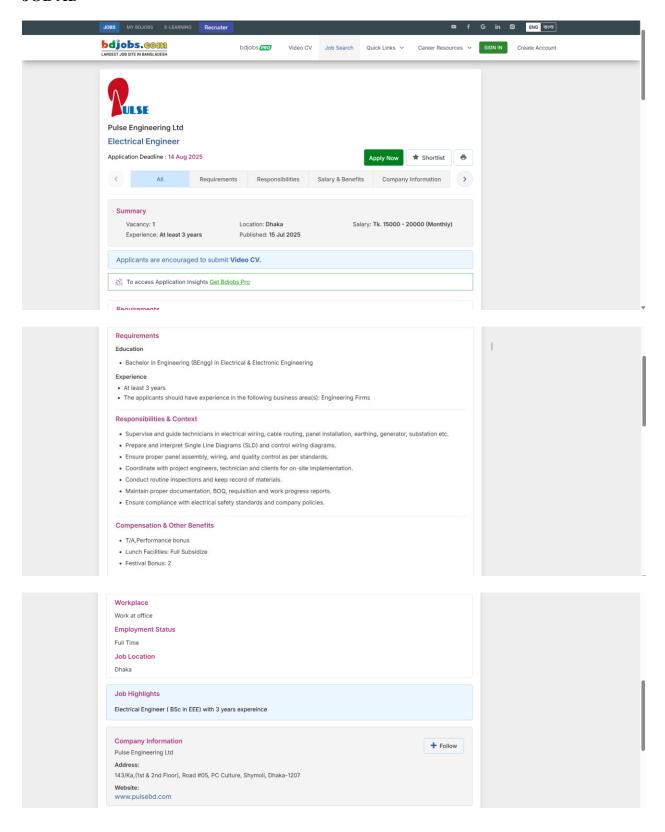
#### **JOB AD**





#### **COVER LETTER WORKSHEET**

Job Title: Electrical Engineer Company: Pulse Engineering Ltd. Location: Shymoli, Dhaka-1207

#### **Preparation**

- 1. Based on the job ad keywords and context, what is the company looking for in a candidate?
  - A B.Sc. in Electrical & Electronic Engineering (EEE)
  - Minimum 3 years of relevant experience, preferably in engineering firms
  - Ability to supervise technicians for wiring, panel installation, earthing, generators, substations
  - Skills in preparing and interpreting Single Line Diagrams (SLD) and control wiring diagrams
  - Ensuring panel assembly quality control, documentation management, and safety compliance
  - Coordination with engineers, technicians, and clients on site

To whom are you sending the letter?

**Title:** Hiring Manager **Company & Address:**Pulse Engineering Ltd.

143/Ka (1st & 2nd Floor), Road #05, PC Culture, Shymoli Dhaka-1207, Bangladesh

#### **Opening Paragraph**

1. What is the exact title of the job?

Electrical Engineer

2. How did you discover the job was available?

BDJobs.com - Job ID 1385715

3. When was it published?

Around two weeks ago (as of current listing) e.g., late July or early August 2025

- 4. Why are you interested in this particular job and company?
  - It aligns directly with my field of study and desired career path in EEE
  - Pulse Engineering is a reputable engineering firm offering hands-on, technical roles
  - The Dhaka location is ideal for me
  - The role involves site supervision and technical coordination are as I'm passionate about

#### Middle Paragraph

- 1. What do you have that matches those needs?
  - A solid academic foundation: B.Sc. in EEE (final year student)
  - Practical experience via internships or lab roles involving wiring, SLD design, and panel assembly
  - Familiarity with tools like Proteus, AutoCAD Electrical, and MATLAB for design and simulation
  - Strong organizational and documentation skills
- 2. Determine the two or three areas that are the highest priority for the company:
  - Supervisory ability over technicians during installation and wiring
  - Skill in SLD and control wiring diagram preparation
  - Documentation and quality control compliance

#### **Closing Paragraph**

- 1. What is the person expecting you to send?
  - Your CV/resume along with a cover letter

#### **Abu Hanif Nayeem**

Dhaka, Bangladesh 01795532859

#### **Career Objective**

I am a final-year student of Electrical and Electronic Engineering, equipped with solid foundations in electronics, circuit design, and embedded systems. I have hands-on experience with tools like MATLAB, Proteus, and Arduino. Eager to apply my knowledge in real-world projects while continuing to learn and contribute effectively in a professional setting.

#### **Education**

#### **B.Sc.** in Electrical and Electronic Engineering

American International University-Bangladesh (AIUB) 2022 – Expected Graduation: 2026

H.S.C – Science Govt M M Ali College

2019 - 2021

#### **Work Experience**

#### BanglaTech Energy Ltd.

*Intern – Power System Division*June 2024 – August 2024

- Assisted in designing and simulating single-line distribution diagrams.
- Participated in load flow and fault analysis using ETAP.
- Prepared technical reports and supported project documentation.

#### **SmartCircuits BD**

Junior Embedded System Developer January 2024 – April 2024

- Programmed Arduino and ESP32 boards for automation projects.
- Built and tested a Smart Traffic Control System using sensors.
- Supported PCB layout and circuit simulation in Proteus.

#### **Lab Assistant – EEE Department**

American International University-Bangladesh September 2023 – December 2023

- Guided students during lab experiments on electrical machines and circuits.
- Helped maintain lab equipment and troubleshoot setup issues.

#### **Skills**

- Project Management
- Problem Solving
- Creativity & Innovation
- Circuit Design (Proteus, MATLAB Simulink)
- Embedded Systems (Arduino, ESP32)
- ETAP (Basic)
- Leadership & Communication

#### **Abu Hanif Nayeem**

Dhaka, Bangladesh 01795532859

#### August 2, 2025

Hiring Manager Pulse Engineering Ltd. 143/Ka (1st & 2nd Floor), Road #05, PC Culture, Shymoli Dhaka 1207, Bangladesh

#### **Subject: Application for the Position of Electrical Engineer (Job ID 1385715)**

Dear Hiring Manager,

I am writing to express my interest in the Electrical Engineer position at Pulse Engineering Ltd., as advertised on BDJobs.com (Job ID 1385715). As a final-year student of Electrical and Electronic Engineering at American International University-Bangladesh, I am excited about the opportunity to contribute to your reputable firm, especially given my strong academic foundation and hands-on experience in electrical engineering and embedded systems.

During my internships and work experiences, I have developed practical skills in wiring, single-line diagram design, and panel assembly supervision. At BanglaTech Energy Ltd., I assisted in designing and simulating single-line distribution diagrams and participated in load flow and fault analysis. Additionally, my role as a Junior Embedded System Developer at SmartCircuits BD gave me experience programming microcontrollers and supporting circuit simulations using Proteus. I am confident that these experiences, coupled with my familiarity with tools such as MATLAB and AutoCAD Electrical, align well with the requirements for this role.

I am particularly drawn to this position at Pulse Engineering because of the hands-on technical supervision involved and the opportunity to work collaboratively with engineers and technicians onsite, ensuring quality control and safety compliance. My organizational skills and commitment to documentation management will support your team's standards for project excellence.

Enclosed is my CV for your review. I look forward to the opportunity to discuss how my background and skills can contribute to the success of Pulse Engineering Ltd.

Thank you for considering my application.

Sincerely, Abu Hanif Nayeem



# **ABU HANIF NAYEEM**

**ELECTRICAL & ELECTRONIC ENGINEERING STUDENT** 

## Contact



Dhaka, Bangladesh



01795532859



Abunayeem.com



Abunayeem@gmail.com

### Skills

Project Management

Problem Solving

. . . . .

Creativity

Leadership

. . . . . . .



### About Me

I am a final-year student of Electrical and Electronic Engineering, equipped with solid foundations in electronics, circuit design, and embedded systems. I have hands-on experience with tools like MATLAB, Proteus, and Arduino. Eager to apply my knowledge in real-world projects.

### Education

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American International University-Bangladesh 2022-2026

**HSC - Science** Govt M M Ali College 2019-2021

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