Managing Director

AODemarg Nig Ltd.

Port Harcourt

Dear Sir

I’m responding to your advertisement in  the local Employment News for  a  Electrical and Electronics Engineer. I consider that my credentials and interests matches with your requirement and want to apply for the same position

I  graduate from a reputable university in Electrical  Engineering  and have experience  in Electrical and Electronics Engineering for the last four years, working with other Electrical and Electronics Engineers with  the tasks and responsibilities focusing on designing new products, writing requirements, as well as developing maintenance schedules and charts; testing equipment and machinery, solving operation problems, estimating time and cost of electrical and electronic products ( see my resume for the detail ).  Inevitably, a well-trainedand professionalElectrical and Electronics Engineer is highly needed to the growth and integrity of any Dept. I believe I am the one who has the skill set and the experience you’re looking for.

You may be interviewing other potential Electrical and Electronics Engineers but I hope you will not make a final decision until I can talk over this job with you and show you want I can bring to it.

Please call me on my cell phone: 785-897-3434 to set up an interview at your convenience if you’d like to talk to me. Thank you for considering my application and cover letter. I’m really looking forward to meeting you

Sincerely Yours,

Santos

I was asked to attach an application letter to d CV.Write an application for Electrical/Electronics Engineer & addressed to d MD. AODemarg Nig Ltd. Port Harcourt. Send it to my Email box today from where I will print it

**House 10 Cornerstone Estate**

**Alausa Ikeja, Lagos.**

**11th October, 2012**

**The Managing Director**

**AODemarg Nig Ltd.**

**Port Harcourt.**

**Dear Sir**

**Application for the post of Electrical/Electronics Engineer**

AO. Demarg is a specialist in solar power generation in the whole country and is a well reputed one. I have come to know through a reliable source that you are planning recruiting a few electrical engineers. I request you to kindly consider me as one of the candidates for the said jobs. I give below details about me.

I am a graduate with a B.Eng in Electrical/Electronic Engineering from Federal University of Technology Akure (FUTA). The duration of my degree course was five years.

I have worked with Uphill Technology Ltd an Information Technology firm which also handled some Electrical work like solar power and installation of industrial UPS for two years and I also possess enough background in electronics, which render me quite suitable for the position. I wish to resign my present post in Longterm Global Capital Ltd a financial firm that has no relevant to the goal and aspiration of my core competence such as in Electrical/Electronics and Information Technology as there is almost no scope for promotion.

I am a young man of 30 years. I have a good health and like to take a challenging task. Your company is well reputed and will provide me a chance to promote career. I think it would be mutually beneficial to both if I switch over to your reputed company.

The salary matter can be discussed by us at the time of interview.

I enclosed attested copies of my certificate and testimonials for your consideration. Originals, if required, shall be produced at the time of interview.

I hope you will give me a chance to serve your company.

Yours faithfully,

Ajiga, Olugbenga F.

Mr. Kevin O'Hare,  
Hiring Manager  
Kingston Electrical Engineering, Inc.  
683 Freedom Street  
Parkerville, USA 34563  
  
Dear Mr. O'Hare:  
  
I noticed your posting for an electrical engineer when I checked JobBankUSA.com for such a position. I am qualified for the work by training and experience. My attached resume lists my education and work experience. I have spent the last ten years working with other electrical engineers to design, develop, test, and/or supervise the manufacturing and installation of electrical equipment, components, or systems to be used for commercial, industrial, military, or scientific products-as needed.  
  
Are you available to get together in person to talk about this position and what you are looking for in the individual you hire?  
  
If so, please call me at 897-673-5645 to set up a time that fits your calendar. I look forward to meeting you and I hope, joining your firm. Thank you so much for considering my cover letter and resume.  
  
Sincerely,