

February 22, 2015

To Whom It May Concern,

I am writing in regards to the System Engineer / System Designer position at Osbee. I am currently employed as a Building Engineer where my main responsibilities include thoroughly inspecting façade and terrace construction, writing reports, and presenting my findings to building board members. I also have eight years of experience working with auto audio/video equipment from the former position I held at Best Buy. My B.A. in Business Management and Administration from The City College of New York and my many years of electrical systems management and customer-service related experience make me a prime applicant for this position.

As Building Engineer, I manage multiple high-end multi-million dollar construction projects at different residential buildings throughout New York City. In addition to ensuring the meticulously detailed physical inspections and leading the site construction teams, I am responsible for arranging weekly construction meetings to advise board members on project development and guaranteeing that the project runs seamlessly. Previous to this, I had been the Installation Bay Manager for Geek Squad (Best Buy); a position that I held for over seven years. I began in this field working as an installation technician, mastering auto audio/video and electrical components. Shortly after my initial hiring, I was promoted to the management position, in charge of a ten person staff including technicians and salesmen. My duties included overseeing the installation and troubleshooting of various audio/video equipment, training the staff (some of whom had little to no prior experience), increasing sales, and creating lasting relationships with customers. I consistently brought business to the department and my sales were steadily three-fold greater than the company's desired weekly revenue goals. I am positive that my expert electrical knowledge and my many years of management and project leadership experience have well prepared me for a position such as this.

I know that I would be a great addition to the Osbee team. I am a natural leader and a diligent worker. I have excellent communication skills ranging from public speaking to personal one-on-one interactions. I am very accustomed to handling multiple projects at once and I thrive in a fast-paced environment. I feel that my vast management and leadership experience in addition to my advanced electrical knowledge makes me a prime applicant for the position you are trying to fill. Thank you very much for considering my application; I hope to speak with you soon to further discuss the position in more detail.

Kind regards,

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