

# ENGINEERING



your.name@gmail.c



(XXX) XXX-  
XXXX



142 Your Address Blvd, City Name,  
CA XXXXX

[Today's Date]

[Hiring Manager's Name]

[Company Address]

[Company City, State, xxxxx]

[(xxx)-xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I'm pleased to be applying for the position of [POSITION] at [COMPANY]. As a mechanical engineer with 6+ years in the field, I believe that my extensive experience working with 3D CAD Software – SolidWorks, in particular – to architect and execute lightweight materials creation will contribute greatly to your organization.

I am recognized for my attention to detail and precision in the handling and manipulation of fragile materials. Moreover, I have a proven track record of expert communication, having worked as a liaison between various teams, including design, production, quality assurance, and machine shop floor personnel.

What draws me most to your company is your work in the healthcare industry. During my time at SeedSecure, I learned the demands of working in an FDA-regulated environment and pride myself on maintaining the utmost adherence to safety and sanitation rules and regulations. Furthermore, I make a priority of studying the latest industry trends and best practices, ensuring that myself and my team are bringing the most current standards to the shop floor.

Enclosed you will find my resume, which further details my skills, experience, and qualifications. I look forward to further discussing with you how I can contribute to the goals of your organization. Please contact me at your earliest convenience via email at email@gmail.com or by phone at (xxx)-xxx-xxxx.

Sincerely,

[Your Name]

# ELECTRICAL ENGINEER



your.name@gmail.co



(XXX) XXX-XXXX



142 Your Address Blvd, City Name, CA

[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am applying for the position of (POSITION) which was advertised on the (COMPANY NAME) website. I firmly believe that my education, skill-set, intensive training, and extensive experience make me a suitable candidate for this vacancy.

I am certified in Electrical/Mechanical Estimating and hold a degree in Electrical Engineering from HML College. As an individual who is interested in continuous professional development, I have dedicated more than 8 years of experience to working with blue chip companies within the electrical industry. This has resulted in professional competency in all operational and technical aspects of digital systems implementation.

Employed with McHero PLC as an Electrical Improver/Supervisor, I have demonstrated strong problem-solving skills and the ability to work in high-pressure and challenging working environments. My responsibilities varied throughout the commissioning, maintaining, installation and testing of highly sophisticated electrical systems. In addition, I was relied upon to manage vendors and execute projects and maintenance strategies within a budget of around \$90,000.

Ensuring that all activities complied with quality standards and examining installation of numerous electrical equipment, I have been able to successfully identify engineered resolutions to recurring electrical issues. Furthermore, I have gained an extensive exposure to leading teams and training members such that their competencies are in-line with the needs of the organization.

I have functional knowledge of all electrical legislation, codes, and standards of practice, and have gained expertise in use of industry specific tools and applications.

I would welcome the opportunity to meet you, and I'm sure after appraisal of my resume you will see I am an individual with excellent potential in an organization such as (COMPANY NAME).

I look forward to hearing from you in due course.

Sincerely,

[Name]

