

#57, 6<sup>th</sup> Cross,  
Canara bank Colony,  
Chandralayout,  
Bangalore 560040  
Ph: +91 9980816816  
E-mail: [suriraj100@gmail.com](mailto:suriraj100@gmail.com)

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Muttanna N Kasavannavar,

To:

The Manager,  
HR Manager.

Dear Sir/Madam,

I came to know that there are good opportunities for engineers to contribute in the cross functional teams to fulfil corporate goals. An Embedded product Engineer by profession currently employed with Harman connected services, Bangalore, as Technical lead. At present, my job responsibilities include Designing and development of product and cutting tools. I have around 10 plus years of experience. If given an opportunity to be part of your esteemed organization will prove my ability to manage and maintain highest standards and hence make a significant contribution. Please review my enclosed resume and I would be glad to impart any further information you require from me during the interview.

Thanking you for your time, consideration and forthcoming response.

Sincerely,  
Muttanna N Kasavannavar.