**LETTER TEMPLATE**

**ENGINEERING COVER LETTER**

**[Today’s Date]**

**[Hiring Manager’s Name]**

**[47 Company Address]**

**[Company City, State, xxxxx]**

**[(xxx) xxx-xxxx]**

**[hiring.manager@gmail.com]**

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

With great willingness, 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 7 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 McShera 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 through commissioning, maintaining, installation and testing of highly sophisticated electrical systems. In addition, I was also 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 of 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 am 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,

**[Your Name]**