**TEMPLATE**

**ELECTRICAL ENGINEERING COVER LETTER**

**[Today’s Date]**

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

**Re:** Application for the position of an Electrical Engineer

It is with much joy and pleasure that I write to you to consider me for the position of Electrical Engineer with your organization. I base my confidence on my skill-set, academic accomplishments, and exceptional career track record.

After high school, I did pursue a degree course at the famous YTR Institute of Technology, where I graduated with flying colors. After my graduation, I moved ahead to obtain government certification in the said field. I have since worked as an Electrical Engineer for the last seven years for two companies whose identities I have disclosed in the resume.

Among my core competencies is the ability to work for long hours with minimal supervision, unprecedented attentiveness to details, and the ability to multitask. So effective, I have been that I have won numerous accolades from my past employers and clients alike.

When invited for an interview, I hope to discuss my qualifications in further depth and greater clarity.

Sincerely,  
**[Your Signature]**