**LETTER TEMPLATE**

**ELECTRICAL ENGINEERING COVER LETTER**

**[Your Name]**

**[Electrical Engineering]**

**[Mailing Address]**

**[Phone Number]**

**[Email Address]**

Date

**[Hiring Manager Name]**

**[Title]**

**[Business Name]**

**[Mailing Address]**

Dear **[Hiring Manager Name],**

Attaining an 18% increase in efficiency in our work processes at Bystronic was a nice milestone, but it wasn't easy. It took a lot of planning, design, and development of new processes, tools, and electrical equipment.

That's part of why I'm so interested in the electrical engineer position at Estevez Parks. I know you face some challenges with your equipment and process optimization. To fix them, you've advertised your need for an electrical engineer with 5 years of experience and a passion for upgrading park electrical systems. In the past, I've achieved the following:

Upgrading electrical systems. Upgraded electrical systems to meet new regulatory challenges and 18% increase in demand.

Optimizing workflows. Achieved 10% increase in workflow output in one year through better equipment layouts and planning.

Updating maintenance procedures. Used the Total Productive Maintenance framework to reduce overall systems downtime by 25%.

I'm very interested in switching back to a park’s role. I'd like to talk to you about how my 3 years of experience as an assistant MPE Engineer for Michigan Parks has further prepared me for this position.

Best regards,

**[Your Name], Electrical Engineer**

**[Phone Number]**

**[Email]**