**LETTER TEMPLATE**

**ENGINEERING COVER LETTER**

**[Hiring Manager’s name]**

**[Company name]**

**[Company address]**

Date

Dear Mr./Mrs./Ms. **[Hiring Manager Name]**

I’m very excited to be applying for the **[POSITION]** at **[COMPANY].** As an Electrical Engineer with more than 4 years of experience working in component design and manufacture for production lines, I am confident I can bring the attention-to-detail and professional oversight necessary to achieve great results.

During my professional work as an Electrical Engineer so far, I have become familiar with formulating solutions to complex problems in circuit board design and power management, as well as preventing component malfunctions in the production line process. In fact, during my last year with **[CURRENT COMPANY],** my work helped to decrease production downtime by 23%.

Additionally, I am well versed in managing large scale projects, overseeing more than 20 employees, and creating a productive and safe working environment. Furthermore, I bring excellent communication skills, experience in training staff, and first-class accuracy with regards to diagnostics.

I was initially compelled to apply for this position as it focuses on industrial production. This is a field with which I am very familiar and am eager to further progress by taking on a position with more responsibility. However, I also feel that **[COMPANY]’s** devotion to high standards compliments my own well.

I have attached my resume which details my full career experience and training credentials. I hope that we can meet in person in the near future to discuss the opportunity and how I can help advance the goals of **[COMPANY].**

Please feel free to contact me via **[PHONE NUMBER]** between 5 pm and 8 pm any day of the week. I am also available at any time via **[EMAIL ADDRESS].**

Thank you for your consideration.

Sincerely,

**[Name]**

**[Address]**

**[Phone number]**

**[Email address]**