**Electrical Engineering Cover Letter Sample 1**

**Carrie Palmer**  
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**John Lando**  
Human Resource Director  
**Andrews Systems**  
2000 West Industrial Parkway, Reno, Nevada 22336

Dear Mr. Lando,

Based on your posting on Indeed.com, I am highly interested in applying for the position of electrical engineer with your company. With ten years of experience in the field, I bring to the position a breadth of knowledge that will help me meet the demands of this challenging position within Andrews Systems. Having earned my Master's Degree from Reno State University in electrical engineering, I will bring both advanced academic knowledge and first-hand experience as an engineer.

My main responsibilities in my current role as chief engineer at Albanna Tech involves overseeing the design, development, and testing of inertial sensors, gas, pressure, vibration, and force. I oversee a crew of ten other engineers, who range in experience and educational level. I play an active role in the entire design cycle in addition to my supervisor responsibilities. In order to see projects through to completion, I am involved in the prototyping, testing, and validating test plans.

As a supervisor, I have played an important role in preventing equipment downtime and lowering costs. When examining my achievements, I am proud to report that I have implemented maintenance plans that have helped to reduce unscheduled downtime due to equipment malfunction by 22%. I also implemented troubleshooting for previous wiring problems that resulted in a reducing of repair costs by over $150,000 during a 12-month period.

Although both my bachelor's and master's degrees were in electrical engineering, my practical experience has afforded me the opportunity to gain a diverse set of engineering skills. I am skilled in engineering aspects relating to power, signal processing, telecommunications, and computers. Both electronics and microelectronics are within my skill set. Both hydraulic and pneumatic systems are within my specialty as well.

I am very interested in bringing my expertise to your team of engineers. Please call me at your earliest convenience so that we can set up an interview to discuss my qualifications in greater detail. I look forward to discussing the ways in which I utilize my skills and experience in order to benefit your company.

Sincerely,  
Carrie Palmer