**Electrical Engineering Cover Letter Sample 2**

**Mike Davis**  
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**Jessica Wilkins**  
Human Resources Manager  
**Cartaka Industries**  
4785 Potts Avenue, Salt Lake City 22114

Dear Mrs. Wilkins,

Your company recently placed a job opening on Ogden University's career counseling website for an electrical engineer. I graduated from that university with a bachelor's in science in electrical engineering, and have since spent two years gaining practical experience in the field. I am interested in furthering my career as an automotive electrical engineer and feel that accepting the challenging position within your company would be an excellent way to achieve that goal.

At the present, I am employed at Todd Industries, a major automobile manufacturing plant in Utah. My duties in this role include maintaining, troubleshooting, and upgrading all of the plant's electrical equipment. I am also in charge of making sure that repairs to the plant's equipment are done smoothly in the most cost-efficient way possible. In my daily work environment, I operate a variety of sensors, including those used for force and gas. On a regular basis, I am responsible for performing quality and verification testing on all of the pumps, valves, sensors, and controls throughout the plant.

During the two years I have worked for this company, my maintenance and repair techniques have extended the typical lifespan of our electronic systems by an estimated 25%. My supervisors consistently acknowledge my ability to work well under the budget when executing equipment maintenance duties. I've also successfully led educational seminars on wireless communications and digital communications as our company strives towards greater computerization of the plant.

Throughout my employment, I have further developed the technical skills required of electrical engineers. I am skilled in the use of a wide variety of engines and motors. The use of digital signal processors and programmable logic controllers are part of my daily tasks. A sample of the electrical tools that I am proficient at include, but are not limited to: SPEL, SKM System Analysis, ETAP, and EasyPower.

Cartaka Industries has a reputation for employing only the very best electrical and computer engineers. I definitely look forward to contributing to this reputation. Throughout the week, I am available by phone only after 5 p.m., but I can be reached anytime by email. I am also willing to set up a Skype interview if it would be convenient for you.

Sincerely,  
Mike Davis