Name of the Applicant  
Contact details  
Email address

Date

Dear Hiring Manager,

I saw an advertisement on (name of the website) that stated that your company (name of the company) is looking for a person with (no of years) of experience for the position of Engineer. I went to the website of your company (name of the company) to confirm the advertisement. I was pleased to see that the advertisement exists and your company (name of the company) was actually looking for a person for the position of Engineer.

There is no doubt in the fact that your company has a very good reputation in the business industry. I would like to be a part of this company and it would be no less than an honor for me to work with the engineering team of your company. Moreover, this specific role of Engineer at your company (name of the company) is perfect for my skills and abilities that I have acquired from working in (name of the company) from (date / year) to (date / year).

Speaking of my job in (name of the company) I would like to share with you some of the details of the responsibilities that I had during my tenure. I was responsible for management of projects, construction plans, collection of data from all different types of sources, checking the data for any forging, making an execution plan, calculating the total cost and further investigation of the technology used in the project. I also have a working knowledge of all the latest technologies and software used by Engineers.

I have completed many projects single handedly and there were also some other projects where I was made head of a team responsible for completing the project. Therefore, I have an experience of working in a team as well as single handedly hence, this makes me the best suited candidate for the job. I have very good communication skills and my extrovert nature also assist me in growing my connections.

I am quite sure that my education with my experience of (no of years) makes me stand out from the other applicants applying for the position of Engineer at (name of the company). I have always loved mathematics since childhood. I used to participate in local competitions held each year. Later when I started high school, I started participating in mathematics competitions held between the students of different schools of various cities. I have won plethora of competitions in my career which helped me in boosting my confidence. For doing my bachelors in (name of the subject), I took admission in (name of the university). After I started my studies, I joined several societies and clubs related to mathematics. These clubs and their events helped me in broadening my knowledge of basic and applied mathematics. After the completion of my graduation, I did my postgraduation from (name of the university) with distinction in (name of the subject).

At the end I would like to thank you for considering my application for the position of engineer at (name of the company). It would be an honor for me to work in such a creative environment of your company. I look forward to meeting you and the other employees of your company. It would be a pleasure for me to share my wisdom and past experiences with them. I hope to hear back from you any time soon regarding the interviews for the position of Engineer at your company (name of the company). For any further query, contact me on the details mentioned below. (personal contact number and email address).

Sincerely,  
Name of the applicant  
doxhub.org