

Cover Letter – Engineering Placement

Your name and  
address  
Telephone

Name of person  
Company and address

Date

Dear

I am currently undertaking the second year of a BSc (Honours) Electrical and Electronics Engineering Degree at the University of South Wales. I am aware that your company offers industrial placements for the 2016-2017 year and I am writing to enquire whether you would consider my application.

I am keen to apply and develop my technical skills and knowledge further and extremely interested in working for BJ Engineering because of the range and variety of projects your company has been involved in. I am a quick learner, highly responsible and flexible.

As you can see from the enclosed CV my degree has provided me with a sound technical background covering modules in digital electronics, system design, production methods and software programming. I have also undertaken a major second year project which involved designing a doorbell with built-in message recorder. I was involved in all phases of the development cycle from design through to final prototype product.

I can be available for an interview at your earliest convenience. If you require further information please do not hesitate to contact me. I look forward to hearing from you in the near future.

Yours sincerely

A Student