

VICTOR KEMP

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Hiring Agent Name, Title
Company Name
Address
City, State Zip

Dear Hiring Manager:

I am writing in response to the position of Senior Design Engineer, advertised as being open with your company at this time. I am an experienced Engineering professional who is skilled RF design, systems design, fiber optics and optical systems, control systems, and many other areas. I offer significant abilities in the areas of project and department management, document preparation, and quality assurance. Now I would like to bring my more than 20 years of expertise and knowledge to work for your company.

My ability to produce innovative and effective designs, work as a team player, and meet deadlines, together with my attention to detail, have contributed to my successes in engineering. I have performed and directed a wide variety of activities, including development and implementation new systems and technologies in many different industries. I possess outstanding design, analysis, and problem-solving abilities, and am adept at determining specifications, preparing diagrams and schematics, and authoring all documentation. During my career I have designed numerous products and components that are still in use today, including some that can be found on the Moon.

I am skilled at working with clients, technical, and business teams to provide information and solutions to potential and existing issues. I have directed teams, projects, and departments, and am familiar with supervise all managerial functions, including recruiting, hiring, training, scheduling, and budgeting.

I am an effective organizer and planner. My outgoing and friendly nature allows me to interact well with other staff members at all levels and I am able to bridge the gap between technical and non-technical persons.

The accompanying résumé can give you an idea of my potential for making a worthwhile contribution to your company. I believe it may be mutually beneficial for us to meet. I will call your office next week to inquire about the possibility of such a meeting.

Thank you for your time and consideration.

Sincerely yours,

Victor Kemp