

Electrical Engineer cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Electrical Engineer (MEP) position at [Organisation name]. For six years I have handled electrical works on commercial and residential towers for a contractor in Hyderabad, and your upcoming hospital project is the kind of critical-load job I want to take on next.

On my last project, a 22-storey office building, I was responsible for the 11 kV HT panel, two 1,600 kVA transformers, three DG sets with synchronising panels and all LT distribution. I checked shop drawings against the consultant's design, coordinated cable routing with the HVAC and plumbing teams to avoid clashes in the shafts, and scheduled testing and commissioning floor by floor. I also prepared the documentation for the Electrical Inspectorate approval and handled the inspector's visit; the energisation certificate came through on the first inspection.

I manage a team of four supervisors and around sixty electricians at peak, track material against the bill of quantities and raise variations with proper backup. I am familiar with relevant IS codes and the National Electrical Code.

My notice period is sixty days. I would welcome the opportunity to discuss the electrical scope of your hospital project.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Graduate Engineer Trainee (Electrical) position at [Organisation name]. I completed my B.E. in Electrical and Electronics Engineering this summer, and I want to begin my career with a company that builds and tests switchgear, because that is where my internship work was focused.

I spent eight weeks at a mid-size LT panel manufacturer near Coimbatore. I helped the testing team run insulation resistance, high-voltage and primary injection tests on motor control centres before dispatch, and I recorded results on the factory test sheets the customer's inspector signed. When I noticed that two panels kept failing the same contactor coil check, I traced the fault to a wrong control transformer tap setting on the assembly drawing, and the design team corrected it for the whole order.

My final-year project was a small solar-plus-battery inverter with MPPT control, built on a microcontroller and tested on a 1 kW rooftop setup at college. I am comfortable reading single-line diagrams, using AutoCAD Electrical and working with a multimeter, clamp meter and megger.

I can join immediately and I am willing to work on shop floors or at customer sites anywhere in South India.

Regards,

[Your name]

BEFORE YOU SEND IT

- Name the voltage levels, equipment and load sizes you have worked on, such as 11 kV panels, VFDs or DG synchronising, because electrical managers screen on exposure before anything else.
- Mention your electrical supervisor licence, Inspectorate approvals handled or safety certifications in the body of the letter, not only in the resume, since many roles legally require them.
- Give one measurable outcome from site or plant work, such as breakdown hours reduced, a power factor penalty removed or an inspection cleared first time, rather than a list of software.
- Say clearly whether you are open to shifts, site postings or relocation; maintenance and project roles often hinge on availability as much as technical fit.