

Network 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 Network Engineer position at [Organisation name]. I have seven years of experience in enterprise networking, currently at a mid-size IT services company in Bengaluru, where I manage the WAN and data centre network for a retail client with over 300 stores.

The client's stores were connected over MPLS links that were costly and slow to provision. I designed and led the migration to SD-WAN with dual broadband and 4G backup, piloting it in twenty stores before rolling out in phases during non-trading hours. New store connectivity now takes days instead of weeks, link costs came down noticeably and store outages from single link failures nearly disappeared.

I also manage data centre switching and routing with BGP and OSPF, next-generation firewalls and site-to-site VPNs. I follow a strict change management process with peer-reviewed change plans and rollback steps, and I lead root cause analysis for major incidents.

I hold CCNP Enterprise and a firewall vendor certification. My notice period is sixty days. I would welcome the chance to discuss your network architecture and current projects.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Junior Network Engineer position at [Organisation name]. I completed my B.Tech in Electronics and Communication this year and hold the CCNA certification, which I prepared for with a home lab and a lot of late nights in Packet Tracer and GNS3.

During a four-month internship at a managed IT services provider in Chandigarh, I supported the NOC team monitoring branch networks for retail and banking clients. I watched link and device alerts, raised tickets with telecom providers when a leased line went down and followed up until restoration. I also helped configure VLANs, access lists and port security on switches for a new client branch under a senior engineer's supervision. When a branch reported slow billing, I helped trace the problem to a duplex mismatch on an uplink port, which fixed the issue immediately.

I understand subnetting, OSPF, NAT, DHCP and basic firewall rules, and I can read a network diagram and document changes clearly.

I am comfortable with rotational shifts and NOC duty, and I can join immediately. Thank you for considering my application.

Regards,
[Your name]

BEFORE YOU SEND IT

- Name the environments you have run, such as campus LAN, data centre, WAN, SD-WAN or ISP core, and the vendors you know, since network roles are often tied to specific platforms.
- Give one problem you diagnosed or one migration you led and the result for users, such as fewer outages or faster provisioning, rather than listing protocols.
- Mention certifications like CCNA, CCNP or vendor firewall credentials, and be clear about whether they are complete or in progress.
- Never include IP addresses, configurations or network diagrams from your employer; describe the scale and design in general terms and show automation work through a clean public repository.