

[Your Name]
[Street Address]
[City, State/Province Zip/Postal Code]

November 15, 2022

«salu» «firstname» «lastname»
«title»
«company»
«address»
«city», «state» «zip»

Dear «salu» «lastname»:

Your advertisements in the Boston Globe last Sunday were very interesting. With your significant grow in electrical engineering for circuit design, your company may have needs for staff to support this expansion.

I may have just the background that will be needed by «company».

Over the past three years, I have been a project manager for a construction company. This assignment has given me in depth experience in project planning and tracking. This experience includes use of modern personal computer software for defining processing and tracking team performance.

I am confident that these skills can be readily adapted the needs of your firm. If you need a dependable project manager to tune the performance of a rapidly growing engineering group, we should talk.

Sincerely,

[Your name]

Enclosure: Resume