## DANIEL ANDERSON

Electrical Engineer 55 Main Street, Lansing, MI 09876 d.anderson@youremail.com (123) 456-7890

March 1, 2021

## **AMY ROGERS**

HR Recruiter
MGN Consulting
(987) 654-3210
amy.rogers@mgnconsulting.com

Dear Ms. Rogers,

My proficiency in a wide range of computer hardware and software, including C/C++, Python, Java, AutoCAD, Revit, and MicroStation, combined with my strong knowledge of the National Electric Code (NEC) and my passion for my work, has led me to consistently exceed management and client expectations.

I look forward to bringing my work ethic and dedication to MGN Consulting's engineering department. A few of my greatest achievements during my three years at my previous company include:

- Cut average testing time by 42% by upgrading the old test system to a new system running on C++
- Reduced cost of IT infrastructure by 7% in 2020
- Was a core member of the team that identified the best concepts and implemented into production a new line of sensor systems

I would love to get together to discuss how my education and experience would benefit MGN Consulting. Please let me know when you are available.

Best Regards,

(Insert Signature Here)

## **DANIEL ANDERSON**

P.S. I'd also like to tell you about how I won the Employee of the Month Award in September 2020 for my excellence, dedication, and willingness to always help team members with engineering questions.