

ENGINEERING, Technology & Related Fields

Application Letter, Resume & References – Entry-Level Positions

Revise your letter for each application. Highlight your motivation, relevant strengths and potential contribution.

January 15, 20XX

Margins: 1" (2.54 cm) margins all around.

Jamie Cardinal
1 Willow Dr.
Regina, SK S7S 5A9

Job Scam Protection: Some fraudsters impersonate employers. Research employers well. Concerned? Note only your cell number, LinkedIn invitation and/or email address.

L. Song
Director of Product Development
Nexus Communications Inc.
123 Sundog Ave.
Regina, SK S4P 1B8

Use Keywords: Closely review each job posting. Use keywords from the posting to highlight your relevant strengths and experience. Note some details, statistics and examples (e.g., lab report, project).

Dear L. Song:

Don't have a name? Consider using: Dear Hiring Manager, Selection Committee, Human Resources Director

I recently learned that Nexus Communications is a leader in _____, which is directly related to my engineering studies and aptitudes in _____. With great interest, I would like to submit my resume in application for the position of Cellular Service Developer (Competition #A5-08), as advertised through Student Employment Services, University of Regina. As a potential employee, I am keen to utilize and continue developing my specialized knowledge and skills in _____ and _____. Also important, I seek to be of value to the Nexus team and support its innovative work in _____.

Your Motivation & Voice: Convey your enthusiasm, connection, related strengths and potential value.

Relevant to this position, I am completing a Bachelor of Applied Science in Electronic Systems Engineering at the University of Regina (expected completion April 20XX). Through my education, I have acquired a foundation of knowledge and skills related to phone and product development, and _____. For example, for a recent course project I worked on a team to design and build _____. Highlighting my aptitude for this work, I also independently developed an electronic device for _____.

My related work experience includes positions as a Radio Test Engineer (Co-op Education) and a Help Desk Technician, through which I learned languages for mobile development (e.g., Python, Java, _____) and acquired skills in developing software for different platforms (e.g., Android, Apple, Windows). For example, I worked on a project to _____. In addition, I _____. As a dedicated employee, I have proven ability to work independently and on intercultural teams. As well, you will find that I am reliable, adaptable, _____ and _____. I am committed to developing my career in _____ and continuous learning in the field.

Given my background, aptitude and career goals, I am confident that I have the foundation to succeed in this position. Thank you for your consideration of my application. I look forward to an interview to discuss my potential with Nexus Communications Inc., and can be reached at 306-143-3853 or jamie.cardinal@uregina.ca.

Sincerely,

J. Cardinal

Jamie Cardinal

Signature: Sign your name on paper letters. On electronic letters, simply type your name.

Highlight your relevant experience, knowledge, attitudes, skills and abilities. Include some statistics, details and examples (e.g., project title).
Option: Present some information using headings and bullets:

Electronics Research & Development

- Two years of experience as _____
- Tested _____
- Independently developed a _____

Attachment: Resume

Equity Applicants: Many employers are committed to developing a diverse workforce (employment equity) and seek applicants from equity groups. Research each employer before deciding whether or not to self-declare as a member of an equity group:
Aboriginal people, Visible Minorities, People with Disabilities, Women in Non-Traditional Careers

Declaration Example: "In submitting my application, I would like to self-declare as member of an equity group (equity group)."

