**Robert Smith**

**Energy Engineer**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am passionate about joining as an Energy Engineer at your organization. I find my professional accomplishments apt to submit my resume for your overview. I have completed my Electrical Engineering and gained valuable experience in an internship with ABC Engineering Ltd. I also possess an engineering license and nurtured the required competencies, bringing new heights of success and prosperity for the organization.

Below is the list of my key responsibility areas at my current organization:

* Completing the responsibilities assigned by the manager.
* Develop new devices that are energy efficient.
* Analysing the existing practices and recommending enhancements.
* Preparing and presenting presentations.

I am capable of blending the best environment-friendly practices with mathematics and science that leads to the successful completion of the project while impacting the environment in the least possible way.

The accompanying resume would provide a run-through of my academic accomplishments and my work history. I am looking forward to having a discussion with you over my professional skills and attributes.

Sincerely,

[Your Name]