**Jane Doe**  
Guildford, Surrey  
01234 900621  
name@mail.com

**[Date]**

**Hiring Manager**  
[Company Name]  
[Company Address]  
[City, Postcode]

**[Job Posting Ref]**

Dear Sir/Madam,

I am writing to express my interest in the Design Engineer position at [Company Name]. With a BEng (Hons) in Electronic Engineering from the University of Surrey and hands-on experience gained during my placement with XYZ Engineering Solutions, I am well-prepared to contribute to your team with strong technical and problem-solving skills.

In my role at XYZ Engineering Solutions, I worked alongside senior engineers to develop and test electronic prototypes for industrial applications. My responsibilities included fault-finding, optimising testing processes, and preparing technical documentation, all of which deepened my understanding of the design lifecycle from concept to implementation. This experience not only strengthened my technical abilities but also taught me to approach projects with a detail-oriented and quality-focused mindset.

I am particularly excited about the opportunity to work with [Company Name] because of your reputation for innovation and excellence in engineering. My technical background, combined with effective communication skills developed through customer service roles, equips me to work collaboratively and efficiently in a high-performing environment.

Thank you for considering my application. I would welcome the opportunity to discuss how my experience aligns with the goals of your team.

Yours faithfully,

*Jane Doe*

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