

**SAMPLE STUDENT**

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August 4, 20xx

Hiring Manager  
ABC Electronics  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I am interested in applying for the position of Electronics Engineering Technician at ABC Electronics, which is posted on your company's website. I welcome the opportunity to utilize my skills and experience to contribute to the growth of a national leader in electronic components whose values include quality and innovation.

As you can see from my attached resume, I have recently completed an Associate in Applied Science in Electronics Engineering Technology degree from Harper College. I have had the opportunity to apply the skills that I was learning as an Electronic Technician during my internship experience. I have gained familiarity in testing, debugging and installing electrical components, as well as providing customer training. In addition, I possess excellent documentation skills and can work both independently and on a team to complete assigned projects.

I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Kindest Regards,

Sample Student