

Cover Letter for Job Application

Muhammad Irfan

Chak jalohar Choti zareen

Dera Ghazi Khan

22-12-2016

Subject: Job application for OGDCL.

Chief Incharge,

Oil and Gas Development Company Limited (OGDCL)

Islamabad

Dear Sir,

I would like to apply for an Electrical Junior Engineer role in your company Oil and Gas Development Company Limited (OGDCL) Islamabad.

I believe this position will provide a great opportunity to further my chosen career. My willingness to work hard and build my skill base will make me a good candidate for the job. I am currently undertaking relevant studies at University of Engineering and Technology Taxila in Electrical Engineering.

My course work has introduced me to AutoCAD, MS Office and Proteus and some Mini Projects. The high level of practicality in my course will decrease your required training time and mean I am well prepared to assist with field work. I am also sending my CV with this for more information.

I look forward to hearing from you at your convenience.

Yours sincerely,

Muhammad Irfan