1. Herby we are please to inform you that *Patsa Industry Co*. is one of the leading companies in field of *industrial automation* since 1368.
2. The major clients are different universities in *Iran* such as *Sharif, Tehran, Amir Kabir University.*
3. The List of references will be sent upon your request.
4. This company with the help of well educated and trained engineers and skilled experts has been able to have a successful cooperation with lots of universities in *Iran* which are supposed to be updated in technology.
5. Please kindly find the detailed information as attachment.
6. Looking forward to hearing from you, we remain.
7. At the suggestion of Mr …a *name*, ….*position,........factory or plant name ,*I am writing to apply for a position in the *.... name of the group or section or dep.,* at the project.
8. My work experience in.......... a *name,* should be of value to the project.
9. I expect to receive my Bachelor of Science degree in Electrical Engineering from K.N.Toosi University of technology in June 2008.
10. My future goals include a desire to advance in the area of technical management.
11. I am very interested in discussing my credentials with you at your convenience.
12. I can be reached at (021)88462221 during the (*day or afternoon or evening*)
13. I am seeking employment in the (*power, electronic, control, ……)*industry, especially in the area of……..a *name.*
14. I feel that my experience and education will enable me to………..
15. I am writing to request your support for my application to the…..*a place name*.
16. My qualifications include a B.Sc. in engineering from the …….*university's name.*
17. I would be happy to provide any further information you might wish.
18. Thank you for your consideration.
19. I am writing to inquire about possible job openings in your company for …….
20. I am a senior in ……………..
21. As my resume shows, I have taken all the core courses in the …………..
22. I believe that my combined education and experience would make me a valuable asset to ………….
23. I wish to apply for the position of ………………….you are advertising in………
24. I am a sophomore in elec. Eng. At KN Toosi University of technology, and I am confident that I could perform my project with distinction.
25. I have developed computer programming skills as well and can program in both *name &name,……….*
26. I am eager to talk with you about the trainee position because it is exactly what I am looking for at this stage in my career.
27. Since I am at *...school…* and out of reach during the (*day or week ),* I will call you next week to see if an interview can be arranged.
28. I will be graduating in ...*date*...from the university of…….college of elec. Eng. with a degree in electronic eng. and with an emphasis in ………
29. I have letters of recommendation from my employers, which I would be happy to forward should you so wish.
30. I would like very much to discuss …………...and am confident that a convenient date and time can be arranged.
31. I could arrange to come earlier should it prove necessary.
32. As I am difficult to reach, I will contact your office shortly to arrange a suitable and convenient meeting.
33. I thank you for your time and consideration, and am looking forward to meeting you.