

Urs Zürich
Bahnhofstrasse 50
8400 Winterthur

MMB Engineering AG
Mr Paul Schaller
Hauserstrasse 21
8004 Zurich

Winterthur, January 1st 2014

Application for a position as an electrical engineer/IT technician

Dear Mr Schaller

As per our telephone conversation yesterday regarding a potential position of 'Electrical or IT Engineer' within 'MMB Engineering AG', please find further details of my professional history in the enclosed CV.

Having gained some early professional experience as an electrical engineer, I decided to do an in-service continuous training course at a technical school in order to qualify as an 'Electrical engineer' and 'IT Technician'. Since 2005 I have been working for 'Engineering GmbH', where I am responsible for the assembly, maintenance and repair of instruments facilities and machines used in the optical industry. Other tasks include programming machine control systems and providing support to customers both in Switzerland and internationally, for which I use my English language skills on a daily basis.

I am reliable employee and work well independently. I am happy to work either in shifts or as part of a response service.

I am at your disposal should you like to arrange a personal interview.

Yours faithfully

Urs Zürich