

Obraćanje, dva od nekoliko načina

Dear Sir or Madam: (To Whom It May Concern:)

Zašto šaljete mejl/ pismo i gde ste videli oglas

I am writing to express interest in the Signal Tech internship program. I am writing in response to your advertisement published on the School of Electrical Engineering website.

Would you please consider me for the position in Signal Processing? I believe that my academic training in electrical engineering at the University of Belgrade, along with my experience with the Hardware Design L.L.C, qualifies me for the position. My education at School of Electrical Engineering has given me a strong background in computer hardware and system design. I have concentrated on digital and computer applications, developing and designing computer and signal processing hardware in two graduate-level engineering courses and for my diploma thesis. For my senior design project, I am working with four other undergraduates in using OO programming techniques to enhance the path-planning software for an infrared night-vision robotics application.

Malo se predstavite sa naglaskom na to zašto ste vi baš pogodni za poziciju iz oglasa. Navedite prethodno iskustvo, šta trenutno radite.

While working at the Hardware Design L.L.C, I was able to apply my experience to the field of DSP. I implemented complex DSP algorithms using VERILOG and VHDL hardware description languages. In addition, I assisted a senior engineer in CMOS IC layout, modeling, parasitic capacitance extraction, and PSPICE simulation operations.

Enclosed vs. Attached?
Obavezno ostavite kontakt, bez obzira na to što se podrazumeva da je i mejl sa koga šaljete već kontakt.

The attached (enclosed) résumé provides an overview of my education and experience. If you have questions or would like to schedule an interview, please contact me by e-mail at ppetrovic@gmail.com or leave a message any time at +381 64 123 456.

Zahvalite se na vremenu koje će neko uložiti za vašu prijavu.

Thank you for taking time to consider my application. I look forward to hearing from you.

Yours truly, (Sincerely,)
Petar Petrović