

The Eastern Province of Saudi Arabia, Al-Qatif, Al-Khaldiya.

Dear Hiring Manager:

I recently learned about the position you have through your website and would like to inquire more on this opportunity. Based on the requirements for the position you have, it is something that closely matches my education, experiences, and career interests.

Recently I have graduated from Indiana Tech University and pursued a Bachelor of Science in Electrical Engineering. During my study at Indiana Tech University, I have taken a variety of courses to prepare me for positions related to my study's field. For the last five years I have gained experience working over school engineering's projects and lately had completed a gas detector robot as a senior project. I would be a great asset to your team as I continue to develop and put my current skills to use.

Enclosed you will find a copy of my resume which provides more information about my education and work experience. I would appreciate the opportunity to discuss this position with you in person. I can be reached by telephone **+966-56-484-7823** and via email at Jalalalmusallam@hotmail.com. I look forward to hearing from you soon and thank you for your consideration.

Sincerely,

Jalal AlMusallam

Jalal Almusallam

JALAL ALMUSALLAM

+966-56-484-7823 | KSA, Al-Qatif, Al-Khaldiya | Jalalalmusallam@hotmail.com | linkedin.com/jalal-almusallam - a09189180

SKILLS

- ❖ Innovation.
- ❖ Enthusiasm.
- ❖ Good Technical Abilities.
- ❖ Customer Service and Financial Management
- ❖ AED, Adult First Aid, and CPR. *American Red Cross / April 2019*
- ❖ Fluent in Arabic and English with the ability to translate.
- ❖ Project Management with the ability to Solve Electrical Problems.
- ❖ Outlook, Word Microsoft, PowerPoint, and Excel.
- ❖ Adaptable, Efficient, Careful Listener, and Easily adjusts to Different Cultures.
- ❖ Flexible with Different and Long Shift's Hours, Working Under Pressure, and Team Working.

EDUCATION

Bachelor of Electrical Engineering | (USA, IN, Fort Wayne) | Dec 2019

Indiana Tech University

- *GPA of 3.3 out of 4.0*

Membership:

- ❖ Saudi Council of Engineers (SCE) | June 2021 to Present.

RELEVANT COURSEWORK

- Electrical Engineering Senior Project one and two: Involved in developing a Gas Detector Robot and learning Advance Project Completing Skills.
- Circus Analysis One and Two: Learned all what is related to Electric Circus and Cells' Design, Process, and Function.
- EM Field & Waves: Studied the Electromagnetic Field in General.
- Electrical Machines: Involved in applying the Electromagnetic Theory to Electric Machine Design and Operation.
- **Taqat** | Course | Work Ethics & Introduction on Labor Law | (KSA, Dammam, East Province) | July 2020.
- **Saudi Council of Engineers (SCE)** | Course | Wastewater Handling in Buildings- Products, Operation and Sizing | (KSA, Dammam, East Province) | November 2020.

Work Experience

Al-Abdulkarim | (KSA, Dammam, Eastern Province) | January 2021 to Present.

Customer Service & Financial Management | (KSA, Khobar, Eastern Province) | August 2020 to December 2020.

Security Officer | (KSA, Jubail , Eastern Province) | November 2011 to March 2012.

- ❖ General Financial Management.
- ❖ Customer Service.

References Available Upon Request