

COVER LETTER SAMPLE

Your Name
Your Address
Your City, Your Country
Your mobile (xxx)xxx-xxxx
Your.email@gmail.com

[Today's Date]
[Hiring Manager's Name]

[Company Address
Company Town/City, Country
Telephone: (xxx)xxx-xxxx
hiring.manager@gmail.com]



Dear Mr./Mrs./Ms. [Manager's Name],

I would like to apply for the advertised position of Civil Engineer listed on [website's name] website. I am currently employed with XXX Construction, where I am recognized for developing sophisticated structures and systems in the structural building and civil engineering fields. I am responsible for maintaining inventory levels, performing preventive maintenance checks, inspecting and monitoring work areas to ensure safety, and supervising and training project employees, including in-house, external contractors, and sub-contractors. I firmly believe that my knowledge and experience gained as an experienced Civil Engineer will add value to this position and ultimately your organization.

I have also worked with XXX Brothers as a Surveyor Technician where I performed numerous construction duties such as plumbing, completing job hazard assessments, and monitoring weekly quantity reports for soil volumes. I possess prior experience in delivering complex multi-disciplinary projects within highly regulated environments, which has helped me become expert in building stable, high quality, and cost-effective structural innovations. As an ambitious and capable individual, I have gained expertise in almost every corner of the construction profession. I would appreciate the opportunity to join an esteemed and reputable construction firm such as yours.

Please have a look at my enclosed resume for detailed information of my work experience and education. Looking forward to discuss more in person.

Sincerely,
[Name]