

Michelle Roberts

Civil Engineer

Sean Merchant

Hiring Manager

Dayjob Ltd

The Big Peg

Birmingham

B18 6NF

Date: 23rd July 2012

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Civil Engineer. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I possess a strong desire to build a career within engineering and to learn more about the industry. These points coupled with my proven ability to have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Continuously developing processes and procedures to improve efficiency in all areas.
- Being able to learn from my experiences and keep evolving my approach until goals are achieved.
- An ability to communicate effectively with people from all backgrounds and levels.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

Michelle Roberts

123 Some Made Up Road

Dudley

West Midlands

B111 8AAA

T: 0044 121 638 0026

M: 0870 061 0121

E: info@dayjob.com



Copyright information - Please read

© These Civil Engineering [cover letter examples](#) are the copyright of Dayjob Ltd 2012. Job seekers may download and use this particular cover letter example for their own personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this cover letter must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this cover letter template please email: info@dayjob.com.