

Mr Philip Smith
Hiring Manager
Richmond Engineering Services
London
E12 5DD

Date: 22 October 2010

Dear Mr Smith

I wish to apply for the post of Civil Engineer as advertised on the Dayjob.com web site. The position seems an ideal opportunity for me as it matches my experience, knowledge and career aspirations.

As you can see from my CV, I have amassed over 7 years of significant, progressive experience in civil engineering projects within the construction and gas industries. During my career I have participated in more than 20 civil engineering projects, all of them were successful.

My progressive engineering experience has provided me with the opportunity to develop strong client relation building skills and an ability to lead multi-disciplinary teams. I am experienced at applying the principles of civil engineering when planning, designing, and overseeing the construction and maintenance of structures and facilities.

I enclose my resume for your review and look forward to meeting with you in the near future. Should you have any questions or require clarification on any information please contact me at the above telephone number.

I would welcome the opportunity to talk to you and I hope that you will invite me for a interview. I thank you for your time and I look forward to hearing from you.

Your sincerely

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