

COVER LETTER - Engineering example

Your address

Phone

Email

5th March 2015

Joseph Bloggs

Carrington Construction Ltd

Address

Address

Dear Joseph,

I would like to apply for the position of Graduate Structural Engineer as advertised on Unitec Career Centre job site.

I have recently completed my Bachelor of Engineering Technology (Civil Engineering) at Unitec. As outlined in the attached CV, I have the following skills, experience and attributes:

- Designed a 2 storey concrete car park with concepts and drawings
- Confident in the use of AutoCAD, with intermediate MS Office skills
- Broad knowledge of structural engineering and analysis through papers including ...
- 3 years' part time experience as a labourer on building sites
- Excellent verbal and written English communication skills developed at Toastmasters club
- Highly self-motivated, well-organised and enthusiastic team member
- Show initiative in problem solving

(This whole section should not be copied, but should be written based on your own experience / skills / achievements / strengths).

I am interested in working for Carrington Construction because of your well established, positive reputation from being around since 1950. From what a previous staff member said about working there, it is a dynamic environment where everyone is committed to the highest quality craftsmanship. I admire these qualities, and I feel that my strong attention to detail and collaborative style will fit in well there.

(Adapt this section based on the company.)

Thank you for your time and consideration, and I look forward to hearing from you.

Yours sincerely,

(Your name)