Name of the Applicant  
Contact details  
Email address  
  
Date:  
  
Dear Hiring Manager,

I recently came across an advertisement that said your company (name of the company) was looking for new recruits for the position of Civil Engineer. Your company is indeed in its growing phase and soon would be a big name in the market. I can tell it is all because of your hard work and dedication. I always wished to have a supervisor who is honest about his job and acquire all the skills necessary for his job.

I once had a chance to meet you in person. At that time, I wasn’t knowing that you are the CEO of the company (name of the company). I was really impressed by your intellect, your style of speaking and overall personality. I decided that day that if I was given a chance to work with a person who has a personality like you, I would leave everything and start to work with my idol. You can tell by now that after looking at the advertisement that your company was looking for new recruits for the position of a civil engineer, it felt as a dream come true to me.

I could not believe my eyes that life has just not given me a chance to work in your company but also under your kind supervision. I can only imagine how it would feel like and what new experiences await me if I am selected for the job.

The advertisement asked for the applicants to have at least 2 years of experience working in the field. I am proud to state here that I have (no of years) of experience up my sleeve. During my tenure as a civil engineer in (name of the company) I was responsible for multiple tasks. These tasks included road and bridge designing.

I feel extremely delighted to write that I am the one who designed (name of the project). Furthermore, I also had assisted in (name of the project), (name of the project) and (name of the project). (name of the project) is, in particular, my favorite. We faced a unique issue in design while dealing with this project but my hard work of several days paid off and I was able to complete the design overcoming every obstacle. We submitted the final design before the due date, and it was approved without a single revision. I was often praised by my colleagues for my ability to never giving up and always finding a way out of the problem.

In the end, I would like to extend my gratitude to you for considering my application for the position of civil engineer in (name of the company). I assure you that if selected I would never give you a chance for any sort of complain related to my work and attitude. I have a very friendly nature and thus, I get along with my teammates very well. I look forward to meeting you and your employees and getting to know more about the responsibilities of a person at the position of civil engineer in your office.

Yours Sincerely,

Name of the applicant