

Application Letter (example)

1225 Clark St. (this is your return address)
Laramie, WY 82070

March 20, 2020

Ms. Mary Lou Nelson (for on-line applications, if you don't have the name of a person, leave this line blank)
Manager of Human Resources (if you don't know title, use one like example; Do-Not use Sir/Ma'am or To Whom it May Concern)
Trihydro
2900 Rosemont Blvd. (for on-line applications, if you don't know a street/ mailing address, leave it blank)
Laramie, WY 82070 (for on-line applications, the Zip Code can be left off)

Dear Ms. Nelson,

I am applying for the entry level Civil Engineer position that is currently posted on Trihydro's website. The position seems to fit very well with my education, experience, and career interests.

In reading the position notice, you seek candidates with skills in CADD drafting and civil engineering design. My skills with CADD were honed this past summer during my internship with a civil engineering company. I was able to create five 3-D designs and two 2-D designs that were used by my supervisor as he developed project plans for a couple customers. Along with that, I assisted two other civil engineers on three separate design concepts that focused on creative and new designs for less disruptive interstate on-ramps. All three design concepts are estimated to reduce overall costs of project implementation by at least \$890,000 per project which is important to each of the customers as they consider their options.

Your position also seeks candidates with EIT status along with a clean driving record. Recently I passed the FE Exam and completed all basic steps to become EIT certified; I do aspire to obtain a professional engineer certification showing my professional dedication to the civil engineering field. My driving record is clean so this will not hinder Trihydro when trusting me to operate company vehicles traveling to/from field work.

Overall, my background and career goals seem to match your job requirements well. I am confident in my skills and using them to perform in the job effectively. Furthermore, I am genuinely interested in the position and in working for Trihydro, Inc. Included is my resume providing more education and qualification details. Would you please consider me for a personal interview to further discuss my interest in the position and how I can assist Trihydro to accomplish its civil engineering goals? Thank you and I hope to hear from you soon; my phone number is 847-555-5555 and email is p-lopez@gmail.com.

Sincerely,

Patty Lopez