Mr. Paul Alex

2586 Leclaire AV, Chicago, Illinois, USA

1-732-6549870

email@example.com

Dated: 26-05-2012

Dear Mr. Paul

I was eagerly looking for a position of Civil Engineering when I came to see your advertisement in Daily News. I am pleased to offer my services as Civil Engineer for your esteemed company.

Sir, I have completed my Bachelor of Engineering in Civil Construction in 2008 and my internship program for Civil Engineering is almost completed. This internship program has developed a comprehensive training and experience to handle the construction projects. I have gained an extensive knowledge on different matters of construction like mapping, designing and maintenance of structure. I am confident to plan new projects and examining the older as well. I have appropriate understanding of construction technology and the rick assessment techniques along with proper material fit to building.

My complete profile description is mentioned on my resume paper. Also I would like to set meeting time with you to discuss more details of your requirements and my relevant skills.

Looking forward to hear from you about meeting time

Thanks in anticipation for your consideration

Regards

Jason

30012 Schoolcraft Road, Livonia, Michigan, USA

1-734-9876543

email@example.com