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Sample: Full-time Career Position, Applying via email, no header not required.

Dear Mr. Brown,

Mr. Roger Smith, Public Utilities Administrator with Alameda County Government, spoke with me at the engineering convention on March 15th and indicated you would be interested in seeing my resume for possible employment with your company. Having reviewed information about your company, I was excited to learn you are committed to ongoing training and development of your staff and very impressed with the many distinctions your company has received in the industry for your engineering, environmental, and construction services. I believe I would be an excellent fit for a position with ACE Contractors based on my academic preparation, leadership experience and proven ability to develop professionally and contribute to the success of an organization.

In my most recent internship with Quinlan & Associates, I was a key contributor to site inspection and documentation of project component conditions. The reports I wrote in conjunction with these tasks were submitted and accepted by respective regulatory agencies that oversee compliance to code and enforce as well as by private clients that were looking for consultation on variance requests. I also spent significant time on the Marston County Airport expansion project assisting in the design of the utilities master plans as well as the storm water management plans using the R2B software.

As a recent graduate of the civil engineering program at the University of Pacific, I am well prepared to contribute to the success of large-scale civil projects. During my final year at Pacific, I worked with a group to complete a course project designing all phases of a subdivision site development project. The engineering design process included public works, sanitary, irrigation, storm water, transportation, and fire hydrant systems in accordance with local unified local development codes and California building systems. In addition, as President of ACE Practitioners at University of Pacific, I honed my communication skills, gained valuable leadership skills, and refined my project management skills. Further, my academic program included a minor in engineering management, which gave me insight and skills relevant to the business side of engineering projects.

I am confident that my practical work experience and solid academic background would allow me to quickly become a valued contributor to ACE Contractors. I am enthusiastic about joining a firm with a commitment to excellence, integrity and value to the client. My communication skills, professional approach and strong work ethic will provide you with a highly productive engineer.

I would appreciate the opportunity to discuss how my education and skills will be helpful to you. I look forward to speaking with you about the possibility of an interview. Thank you for your time and consideration.

Sincerely,
Jason Dean

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