

# Sample Cover Letter - Engineering

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Jenny Smith  
2/301 Wellington Rd, Clayton, Victoria, 3800  
0400 123 456  
jenny.smith@gmail.com

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Ms I Needthejob  
Human Resources Department  
Acme Engineering  
3400 Princes Hwy, Melbourne Vic 3000

Dear Ms Needthejob

**Re: Graduate Civil Engineer, (Position Reference Number- 16255)**

After talking with your Human Resources representative, Marjorie Smith, at the Monash University Graduate Careers Fair, I would like to apply for a position within your Graduate Engineering Program. Currently, I am in my final year of a Bachelor of Engineering (Civil) at Monash University and believe my skills and experiences are well suited to a position as a Graduate Engineer at Acme Engineering.

Acme Engineering is a company of particular interest to me due to the opportunity to be involved in completing projects such as the Monash Freeway Upgrade and the Frankston Bypass safely, on time and within budget. I would enjoy the challenge of working within a graduate program that incorporates rotations through the Research and Development, Procurement and Risk Analysis departments.

Through my studies at Monash, I have learnt analysis, design and management techniques in each of the four streams in civil engineering: including geotechnical, transport and traffic, water and structural engineering. The course has focused on tackling real engineering problems and incorporated twelve weeks of industrial placement which I undertook with VicRoads. During my placement I worked on the M80 upgrade where I was able to apply my theoretical knowledge of occupational health and safety, environmental management, risk management and customer service principles. In addition, my conceptual and analytical skills when assessing complex technical issues and my ability to demonstrate independent judgment were proven.

As assistant shift supervisor with Fine Food Supermarket, I am required to prepare rosters, arrange shelf space, assist customers with their enquiries and provide back-up to the cashiers and storeroom staff. By working collaboratively with management and staff, I have demonstrated my written and verbal communication skills, ability to plan, set and achieve goals and expertise with staff training and support. Additionally, during my role as a volunteer instructor with VICSwim, I have presented community education programs to raise awareness of water safety and conducted swimming classes for individuals and groups. These activities have developed my skills in public speaking, organising and taking responsibility for managing an activity program.

Thank you for considering my application. Enclosed is a copy of my resume and academic transcript. I would welcome the opportunity to discuss my application with you in more detail at an interview.

Yours sincerely

Jenny Smith

