

Sample Cover Letter – Engineering

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

DO NOT COPY: You are advised not to copy this sample, but to use it to generate ideas to create your own document.

9 March 2015

Irene Newton
Human Resources Manager
ACME Engineering
PO Box 123
VIC 3062

Dear Ms Newton

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

After talking with your Human Resources representative, Marjorie Smith, at the Monash University GradFest on 8th March 2015, 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

Graduate Civil Engineer

The opportunity to get your foot in the door with ACME Engineering

- **Comprehensive Graduate Program**
- **Major Freeway Projects**
- **Mentoring**

A fantastic opportunity to join ACME Engineering as part of the Graduate Engineering Program. A world renowned engineering organisation who is at the forefront in the civil, traffic, urban development and environment sectors.

As a graduate you will complete four rotations across a range of business units, including Research and Development, Procurement and Risk Analysis. You will also have the opportunity to work on-site during the Monash Freeway Upgrade.

You will be allocated a mentor, provided with comprehensive training and have the opportunity to be taught from world class engineering experts.

To be considered for the graduate program, you must have:

- A civil engineering degree
- Industry experience in a related area
- Ability to work in a team environment
- High level analytical and problem solving skills
- Strong communication and organizational skills

Applications close 15 June 2015

Please submit your application to:

Irene Needthejob
Human Resources Manager
ACME Engineering
PO Box 123
VIC 3062
Email: careers@acme.com.au

For more information contact Irene on 03 9094 0999 or email i_needthejob@acme.com.au