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The Human Resources Manager
Design Union Limited
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF CIVIL ENGINEER

I am writing to apply for the position of Civil Engineer at Design Union Limited, which I saw advertised on Omadaily. Design Union Limited is a respected name in construction & Real Estate, and I would welcome the chance to grow my career with your team.

I hold a B.Eng. Civil Engineering from University of Lagos, and I have 6 years of experience, most recently as a Civil Engineer at Unity Square Ltd. In this role I supervise road and drainage projects worth N3 billion, and I check contractors' work against drawings and specifications.

I am drawn to the projects Design Union Limited delivers, and I bring attention to detail, respect for safety and the discipline to finish work on time. I am also skilled in structural design, site supervision and autoCAD and Civil 3D.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to Design Union Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Halima Yusuf

Free sample from omadaily.com. Edit it to fit your own experience.