Maryam Okonkwo
12 Adewale Street, Nassarawa, Kano
0800 000 7928 · maryam.okonkwo@email.com

20 November 2026

The Human Resources Manager
First Class Group Limited
Victoria Island, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF CIVIL ENGINEER

I am writing to apply for the position of Civil Engineer at First Class Group Limited, which I saw advertised on Omadaily. First Class Group 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 Nnamdi Azikiwe University, Awka, and I have 6 years of experience, most recently as a Civil Engineer at Crownbridge Nigeria 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 First Class Group 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 First Class Group Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Maryam Okonkwo

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