Fatima Balogun
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The Human Resources Manager
Glence Instruments Nigeria Limited (GINL)
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 Glence Instruments Nigeria Limited (GINL), which I saw advertised on Omadaily. Glence Instruments Nigeria Limited (GINL) is a respected name in engineering, and I would welcome the chance to grow my career with your team.

I hold a B.Eng. Civil Engineering from Lagos State University, and I have 6 years of experience, most recently as a Civil Engineer at Silverleaf Partners 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 Glence Instruments Nigeria Limited (GINL) 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 Glence Instruments Nigeria Limited (GINL). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Fatima Balogun

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