Halima Okonkwo
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The Human Resources Manager
MOE 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 MOE Limited, which I saw advertised on Omadaily. MOE Limited 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 University of Benin, 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 MOE 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 MOE Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Halima Okonkwo

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