Zainab Afolabi
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The Human Resources Manager
Power Control and Appliances Limited
Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF CIVIL ENGINEER

I am writing to apply for the position of Civil Engineer at Power Control and Appliances Limited, which I saw advertised on Omadaily. Power Control and Appliances 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 Ibadan, 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 Power Control and Appliances 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 Power Control and Appliances Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Zainab Afolabi

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