Assignment 2a – Cover Letter (STAR-based)

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Hiring Manager

Industrus Engineering

Re: Graduate Engineer Program – Cover Letter addressing Selection Criteria (3.1–3.6)

Dear Hiring Manager,

I am applying for the Industrus Engineering Graduate Program. I bring a strong civil/structural foundation (Honours degree from Curtin and postgraduate civil/structural studies at UTS) together with long-term consulting experience in façade engineering.

I'm especially motivated by Industrus' hands-on, rotation-based model and the opportunity to contribute to nationally significant, innovative projects—while continuing to grow through structured development, mentoring, and cross-division exposure.

3.1 Commitment to ethical conduct and the highest standards of professional accountability

Situation/Task: On diagnostic and remedial façade work (including assessments related to combustible cladding and installed façade elements), I was responsible for providing advice that was defensible and clear on risk and responsibility. **Action:** I verified site conditions against available records, documented assumptions and limitations, and presented options that separated facts from interpretation (including what further investigation would be required before final recommendations). **Result:** Stakeholders could make informed decisions with a clear understanding of risk, scope boundaries, and duty of care—consistent with professional accountability expectations.

3.2 Ability to effectively communicate with engineers and stakeholders from different fields

Situation/Task: Façade delivery often sits at the interface of architecture, structure, fabrication, installation sequencing, and client risk expectations, and I routinely had to align these groups to reach practical, compliant outcomes. **Action:** I ran coordination discussions using clear drawings and mark-ups and visual explanations (including 3D-style presentations and production/shop documentation) so each discipline could see the implications of a decision on performance and buildability. **Result:** Decisions were made faster with fewer misunderstandings because the trade-offs were visible and documented in a way that worked for both technical and non-technical stakeholders.

3.3 Ability to engage with a creative, innovative and proactive environment

Situation/Task: In addition to façade system delivery, I identified recurring production and site constraints that were driving inefficiency and avoidable risk. **Action:** I developed practical engineered improvements—such as production data processes, factory optimisation approaches, logistics and packaging strategies, and specialised components (including lifting clamps and safety-related products).

Result: These initiatives improved delivery quality and practicality by turning pain points into standardised, repeatable solutions aligned with proactive engineering culture.

3.4 Demonstrated ability to use and manage information

Situation/Task: My work is documentation-heavy and depends on accurate, current, traceable information for downstream decisions (design, procurement, fabrication, and QA). **Action:** I produced and reviewed shop and production drawings, managed procurement and sizing workflows, and prepared inspection reports, proposals, and as-built design reviews—maintaining disciplined revision control and clear records. **Result:** Project teams could rely on a single source of truth, reducing ambiguity and supporting decisions with evidence-based records.

3.5 Ability to manage my own performance in a professional environment

Situation/Task: Running a consulting practice required me to manage multiple concurrent projects, shifting site priorities, and tight deadlines while protecting quality and safety. **Action:** I prioritised work by risk and deliverable criticality, set clear weekly milestones, communicated early when constraints emerged, and actively sought feedback to continuously improve how I delivered. **Result:** I maintained momentum and reliability under pressure while staying accountable for quality—well aligned with Industrus' structured development environment.

3.6 Ability to work as part of a team and show leadership when required

Situation/Task: As principal façade system design engineer, I frequently coordinated across internal and external teams (engineers, architects, builders, fabricators) where progress depended on clarity of scope, responsibilities, and decisions. **Action:** I created alignment by defining deliverables and interfaces, supporting others with practical guidance, and stepping forward to lead resolution when a decision, direction, or risk call was required—while keeping collaboration respectful and outcomes-focused. **Result:** Teams could move forward with a shared plan, fewer gaps at interfaces, and clearer accountability—improving delivery confidence and teamwork outcomes.

Industrus' Graduate Program stands out because it combines structured training, mentoring and workshops with genuine project exposure and opportunities for travel—exactly the environment where I can contribute immediately while broadening my experience across sectors and project types.

I would welcome the opportunity to discuss how my consulting background, systems thinking, and delivery focus can add value to your teams.

Kind regards,

Massoud Mangholi

Assignment 2b – Updated checklist (post-rewrite)

Format

- Does the letter look professional? Yes
- Is the structure clear and logical? Yes
- Is the language appropriate and professional? Yes
- Are there many grammar/spelling errors? No

Content

- Does it state which position is being applied for? Yes
- Does it state why the job appeals? Yes
- Are all selection criteria addressed? Yes — and expanded with scenario-based evidence per criterion
- Is it clear which criterion is addressed? Yes (headings retained)
- Are examples relevant to the criteria? Yes (each criterion uses a related workplace situation/task)
- Does it use the STAR method? Yes — each criterion includes Situation/Task, Action, Result
- Does it demonstrate engineering skills? Yes
- Does it state what the writer wants next? Yes (invites discussion/interview)
- Does it close politely and professionally? Yes