

SAMPLE COVER LETTER

print version

1234 Glenwood Ave.
Raleigh, NC 27605

October 10, 20xx

Mr. Richard Morris
Project Engineer
Kimley-Horn & Associates
3001 Weston Pkwy.
Cary, NC 27513

Dear Mr. Morris:

I met Amanda Wilson from Kimley-Horn at the ASCE meeting at NC State this past Wednesday. Her presentation on professionalism in the workplace was outstanding and it sparked my interest in the company. She recommended I contact you about the engineering position available in the water resources group. This December I graduate from NC State with a B.S. in Civil Engineering.

This summer I interned with Hazen and Sawyer where I was exposed to many aspects of assessment and remediation while working closely with project engineers. At the end of the summer, I prepared and presented a final project to the staff and received positive feedback. I look forward to contributing this experience, a strong work ethic, and my enthusiasm for the field to your projects.

I successfully passed the FE exam in April and am committed to work toward obtaining my PE in the future. I have attached my resume for your review. If I can provide additional information, please do not hesitate to ask. I look forward to hearing from you soon.

Sincerely,

James Stewart

James Stewart

Enclosure