**CIVIL ENGINEER COVER LETTER**

Bonnie Porter  
123 Main Street, Stateland

September 18, 20XX

**RE**: Enthusiastic and Hard-Working Entry Level Project Engineer

Dear Hiring Professional,

I read with interest your posting for Project Engineer – Career start 20XX on the company’s website. I possess the necessary skills and experience you are seeking and would make a valuable addition to your organization.

My resume outlines my experience and knowledge in project management, technical expertise, customer service, contractor relations, bid documentation, and scheduling.

Key elements which I possess for the success of the position include the following:

Supported a $90M project, managing document control, site logistics execution, bid distribution, safety assurance, and contractor relations.

Managed multiple projects including roofing replacement, flooring installations, and small renovations to ensure on-time, under-budget completion.

Eliminated project discrepancies, ensured contractors met protocol through drawing supervision, application/invoice processing, liaising with all personnel assigned to the project, and implementing scheduling corrective actions.

Please review my attached resume for more details on my expertise with continuous improvement, AutoCAD, daily reports, RFIs, RFPs, change orders, and construction efficiencies.

I am available at your convenience for a personal interview to discuss my qualifications and to learn more about this opportunity. Please contact with me at your earliest convenience. I look forward to hearing from you soon.

Thank you for your valued time,

Bonnie Porter

Project Engineer, Suffolk Construction Candidate