

# Entry Level Engineering Cover Letter Sample 2

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**Alex Higgens**

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525 – 866 – 4524

**Mr. Nathan Kilter**

**Industrial Industries**

8552 City Scape Way, Newark, Delaware, 95122

Dear Mr. Kilter,

It is with great enthusiasm that I am writing to you today to express my interest in the entry level engineering position you have open within your esteemed company. As a graduate of the University of Delaware, I hold a degree in Civil Engineering, and have been employed as one for the last year and a half. As an exceptionally hard worker, I know that my vast knowledge of civil engineering and unique skill set will be of much value to you and your company.

Currently, I am employed by City Run Corporation as a civil engineer. On a daily basis, I am tasked with tracking projects to ensure they are being completed in a timely manner, and within the given budget, consulting with clients about their vision and goals, collaborating with architects and subcontractors, investigating potential sites, and using a wide range of software to create designs. Additionally, I am responsible for budgeting materials needed for projects, and scheduling their deliveries.

Being friendly by nature, and a well informed individual within my field of work, I am proud to say that during my time with City Run Corporation, I developed an impressive list of 25 regular clients. My ability to create new relationships and maintain them has led to a 40% increase in company clients within this last year. In addition, I also founded a system for ordering materials that cut out many unnecessary “middle man” transfers, to ensure materials and equipment arrived faster and cut spending by 30%.

As you read through my resume, you will find that I am a very analytical individual, with solid mathematical and IT skills. I am a strong critical thinker, and am able to view problems from many points of view. In addition, my verbal and written communication skills are exceptional, and I find it easy to collaborate with a wide demographic of people and professionals. I also possess time management skills, and have the ability to work within deadlines and strict budgets.

I am confident that you will find that I can greatly benefit you and your company, and I look forward to bringing my valuable skills to your team. Please contact me for any further information on my experience and achievements. Thank you for your consideration and time.

Sincerely,  
Alex Higgins