

Urvish Singh

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Arnold Smith
New York Energy Inc.
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Mr. Smith,

As you can see from my attached resume, I have three years of professional experience within the utility industry. I created designs and construction plans for various multi-million-dollar infrastructure projects to maintain roadways and build sewer pipelines as a civil engineer at Brooklyn Water Company. I am confident my expertise would be a strong asset to your team.

New York Energy Inc. has a reputation for excellence within the utilities space that draws me to apply for the civil engineer position. I believe my ability to refine construction plans and engineering designs would benefit your organization based on my career achievements:

- Translated designs into technical drawings and provided recommendations to improve construction plans for infrastructure projects valued at up to \$2 million
- Conducted inspections of project worksites and led initiatives to improve compliance with safety policies and procedures, resulting in a 20% reduction in safety incidents
- Collaborate cross-functionally with laborers, architects, and project coordinators to define project strategy and identify potential roadblocks throughout all phases of construction

I would like to schedule an interview to tell you more about how my background in the utilities space will improve project execution at New York Energy Inc. I am available for any questions at your earliest convenience. Thank you for your time.

Sincerely,

Urvish Singh