

# Daniel Carradine

example@myemail.com | (098) 765-4321 | 456 My Street, San Diego, CA 76543

Theresa Matthews  
Newark City Construction Inc.  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Matthews,

With over 10 years of experience as a civil engineer, I've supported over 20 large-scale projects for the development and maintenance of highways and roadways. While serving as a senior civil engineer at East Coast Road Builders, I created high-quality engineering solutions for multi-million-dollar initiatives. I believe my extensive background in civil engineering would be a strong asset to Newark City Construction Inc.

Your company's reputation for its innovative engineering designs firmly aligns with my career and professional background. I can assist your company in continuing to deliver innovative engineering solutions based on the following achievements:

- Oversaw cross-functional teams of up to over 50 personnel to execute roadway and highway development projects valued at up to \$40 million
- Liaised with C-level executives and stakeholders to secure necessary permits from local ordinances and ensure strategic alignment of designs with infrastructure goals
- Delivered direct supervision at construction sites to ensure compliance with OSHA safety standards and identify engineering solutions for project obstacles

I would like to schedule an interview to provide more insights into how my background can refine engineering solutions for Newark City Construction Inc. You may contact me via phone or email for any additional follow-up questions at your convenience. Thank you for your time and consideration.

Sincerely,

Daniel Carradine