

Mary Summers

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

456 My Street, San Diego, CA 76543

Harold Johnson

Septa

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Mr. Johnson,

As a senior civil engineer with seven years of experience, I've acquired significant expertise in executing large-scale infrastructure projects valued at over \$50 million. As a civil engineering consultant with Amtrak, I created construction drawings and specifications for the build-out of a new train line to New Jersey. My expertise within the transportation industry would be a valuable asset to Septa in this position.

I have a great deal of admiration for Septa's mission to provide safe and affordable transportation for Philadelphians. My background can help advance your long-term infrastructure goals based on the following accomplishments from my career:

- Led a team of 35 architects, civil engineers, and construction workers to develop and implement designs for a multi-million-dollar project to build a new train line from Philadelphia to Jersey
- Liaised with stakeholders and project managers across all phases of the project lifecycle to ensure alignment with technical requirements and infrastructure goals
- Conducted risk assessments, calculated project costs, and developed proposals and strategies to ensure alignment with budgets valued at up to \$20 million

I look forward to telling you more about how my experience within the transportation industry can benefit your organization. Feel free to contact me for additional information at your convenience. I appreciate your time and consideration.

Sincerely,

Mary Summers