

Urvish Singh

Civil Engineer 123 Address St., New York, NY 12345 urvish@youremail.com (123) 456-7890

January 1, 2022

Arnold Smith

Hiring Manager
New York Energy Inc.
(987) 654-3210
Arnold@newyorkarch.com

Dear Mr. Smith,

As you can see from my attached resume, I have three years of professional experience within the utility industry. During my time as a civil engineer at Brooklyn Water Company, I created designs and construction plans for a variety of multi-million-dollar infrastructure projects to maintain roadways and build sewer pipelines. I am confident that this experience will provide valuable contributions to your initiatives.

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 that my ability to refine construction plans and strategy will be a strong asset for your organization based on the following achievements:

- Translated designs into technical drawings for project stakeholders and provided recommendations to improve construction plans for infrastructure projects valued at up to \$2M
- 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 you may have at your earliest convenience. Thank you for your time.

Sincerely,

(Insert Signature Here)

Urvish Singh