

# Mary Summers

Civil Engineer  
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(123) 456-7890

January 1, 2022

## Harold Johnson

Hiring Manager  
Septa  
(987) 654-3210  
harold@septa.com

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 \$50M. During my role as a civil engineering consultant with Amtrak, I was tasked with creating construction drawings and specifications for the build-out of a new train line to New Jersey. I am confident that my expertise within the transportation industry would be a valuable asset to Septa in the civil engineer position.

I have a great deal of admiration for Septa's mission to provide safe and affordable transportation for Philadelphians. I believe that 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 cost, and developed proposals and strategies to ensure alignment with budgets valued at up to \$20M

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

Sincerely,

*(Insert Signature Here)*

**Mary Summers**