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Reference/Bibliography

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CIVIL ENGINEER COVER LETTER

youremail@gmail.com | (000) XXX-XXXX | 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I would like to apply for the advertised post of Civil Engineer listed on [Website Name]. I am currently employed with STR Construction, where I am recognized for driving technical development of sophisticated structures and systems in the structural building and civil engineering fields. I am relied upon for maintaining inventory levels, performing preventive maintenance checks, inspecting and monitoring work areas to ensure safety, and supervising and training project employees, including in-house, external contractors, and sub-contractors. I firmly believe that my knowledge and experience gained as an experienced Civil Engineer will add value to this position and ultimately your organization.

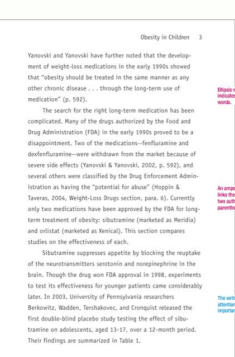
I have also worked with Boston Builder Brothers as a Surveyor Technician where I performed numerous construction duties such as plumbing, completing job hazard assessments, and monitoring weekly quantity reports for soil volumes. I possess prior experience in delivering complex multi-disciplinary projects within highly regulated environments, which has helped me become adept in deploying stable, high quality, and cost-effective structural innovations.

As an ambitious and capable individual, I have gained expertise in almost every corner of the construction profession. I would appreciate the opportunity to join an esteemed and reputable construction firm such as yours.

Please have a look at my enclosed resume for detailed information of my work experience and education. Looking forward to discussing more in person.

Sincerely,

[Your Name]



Your Best Executive Summary Ever

An executive summary has basically nothing to do with product presentation, and everything to do with a persuasive sales pitch. It is far more than an abstract which merely presents the rest of the document—it's your unique opportunity to convince the reader that your solution provides the best value proposition: the best benefit at the lowest cost.

The more technical your proposal, the more important the executive summary is likely to be. Unlike the abstract, the executive summary steers clear of technicalities to instead concentrate on substantiating the benefits for the customer.

How to Write an Executive Summary

Executive Summary First

By writing your executive summary first, you ensure that the rest of your proposal will be aligned with the persuasive message you want to deliver.

Executive Summary Content

Your executive summary should contain your value proposition, which should be grasped right away by your reader. Read the discussion [how to write an Executive Summary](#) to help you identify the necessary information for laying down your value proposition through the use of "win themes."

It is highly recommended that you read the suggestions below in order to properly and successfully use the executive summary template and sample.

1. Identify **3 main benefits**—no more, no less—that your executive summary will cover, putting them in descending order of importance. This is the way they will appear in your document body, since you want to grab the reader's attention as early as possible.
2. For each benefit, write a simple, declarative, and persuasive sentence by applying the **S.P.A.** rule for your value proposition:

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N., Tein, J., Coatsworth, D., Lengua, L., ...Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68(5), 843-856. doi:10.1037//0022-006X.68.5.843 Page 2 PLEASE NOTE: All sections of this APA Library Guide are based on APA 7th edition. If you are using APA 6th edition, please go to the APA 6th library guide. A summary of the key differences between APA 6th and 7th is available on the APA6th library guide. APA style is an author-date citation style. It was developed mainly for use in psychology, but has also been adopted by other disciplines. There are two major components to the APA author-date style: the in-text author-date citation at the appropriate place within the text of the document, e.g., (Smith, 2010), and the detailed reference list at the end of the document. 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