

Civil Engineer cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am writing to apply for the Project Engineer position at [Organisation name]. I have six years of experience in residential high-rise execution, and your upcoming towers in Pune's western suburbs match the scale of work I currently manage.

At present I lead structure and finishing work for two 18-storey towers, with three site engineers and about 200 workers through four subcontractors reporting to me. When the project fell six weeks behind after the monsoon, I re-sequenced the shuttering and added a second tower crane shift, and we were back on schedule within four months. I also tightened our quality process by introducing pour cards signed by both the site engineer and the QA/QC engineer before every slab; cube test failures dropped to almost none over the following year.

Beyond execution, I verify subcontractor bills, prepare the monthly progress report for the client and coordinate with the architect and structural consultant on drawing revisions. Safety is part of every morning's toolbox talk, and our site has had no reportable incident during my tenure.

My notice period is 60 days. I would welcome a conversation about the role and your plans for the next phase.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Graduate Engineer Trainee position at [Organisation name]. I recently completed my B.E. in Civil Engineering from a state university in Coimbatore, and I want to begin my career on building construction sites where I can learn execution from the ground up.

During my final year I spent eight weeks as an intern with a contractor building a G+7 residential block. I checked reinforcement against bar bending schedules before every slab pour, maintained the daily progress register and helped the site engineer reconcile cement consumption with store records. On one floor I noticed that the lap lengths in two columns did not match the structural drawing, and flagging it early avoided rework after the pour. I also sat in on the weekly subcontractor billing meeting and learnt how measurements are certified.

I am comfortable with AutoCAD and MS Project, I have working knowledge of IS 456 and IS 800, and I am willing to work at any site location, including outstation projects with site accommodation. I speak Tamil, English and working Hindi, which helps with labour coordination.

I can join immediately. Thank you for considering my application.

Regards,
[Your name]

BEFORE YOU SEND IT

- Say upfront whether you are applying for site execution, planning, billing, QA/QC or design; hiring managers route letters by function, and a vague one often gets parked.
- Name the project type, storeys or kilometres, and your team size. Mention AutoCAD, ETABS or Primavera only when you can link the software to work you actually delivered.
- State clearly whether you can relocate or work at outstation sites, since contractors often decide on this before reading anything else in the letter.
- Keep it to one page with your CV attached; add a short drawing or design portfolio only for design roles, not for site execution applications.