

[Your name]

[City] · [Phone] · [Email] · [LinkedIn or website URL]

[Date]

[Hiring manager's name]

[Job title]

[Company name]

[Address, if sending a formal letter]

Dear [Hiring manager's name],

Your company's work on energy-efficient buildings, and in particular the renovation programmes you run with local authorities, is the reason I am applying for the position of [Role] at [Company name]. Projects that combine technical quality with public impact are exactly where I want to develop my career.

I hold a master's degree in civil engineering, equivalent to a French Bac+5, and have spent four years as a site engineer on residential and public projects. I coordinated subcontractors on a school renovation, kept the schedule on track through a difficult winter and introduced a weekly reporting sheet that the whole site team adopted. I am comfortable with building information modelling tools and with presenting progress to clients.

Joining [Company name] would allow me to apply this experience to larger renovation projects while learning from your teams' expertise in thermal performance. I am moving to France for family reasons, hold an EU passport and currently speak French at B2 level, which I am improving through an intensive course.

I would welcome the opportunity to discuss my application with you in an interview. My CV is attached.

Yours sincerely,

[Your name]