A cover letter template for PDF template and Google doc template:

James Mario

(123) 456-7890

jamesmario123@gmail.com

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Ketty Pedrox

Hiring Manager

Darson Industries

Respected HR Manager,

I am writing this letter in response to your posting for Product Development Engineer at Darson Industries Pakistan. My interests are completely aligned with your prestigious company, and I believe that I can have the best experience here.I have expertise related to the field of Mechanical Engineering and have experience of work in an Oil and Gas Utility Company. I am currently serving as a Trainee Engineer in the Planning and Development Department at Sui Southern Gas Company Limited.

As a Trainee Engineer, I have supervised 2 major Pipeline Projects. I have hands-on experience to learn and understand complete project layout drawings, witness all the construction activities and Non-Destructive Testing by visiting sites of these two major pipeline projects.

Furthermore, I have experience in Tender preparation for a project, and I have also done technical evaluation of bids submitted by bidders according to the evaluation criteria mentioned in the tender document. Currently, I am performing the duty of Quality Assurance/Quality Control supervisor on the recent ongoing rehabilitation projects.

I wish you the best for the recruitment cycle and understand how busy you might be with applications. I hope you will find me suitable for the concerned position. I am waiting for a kind response and would love to have a brief conversation with you about my expertise if you prefer.

Regards,

James Mario