

Sample Cover Letter

Address
City, State and Zip

Date

Hurste-Rosche Engineers, Inc.
Human Resources
The Corporate Center
18 South George St., Suite 605
York, PA 17401

Re: Open Positions: Transportation Engineers

My professor, Dr. Erwin Jones, informed me that there was an open position at Hurste-Rosche Engineers in the areas of Traffic & Transportation Engineering and Transportation Planning. Hurste-Rosche is of interest to me because of its excellent reputation in the region and the important work you do with government contracts. I am interested in applying my academic background and experience to the growing field of traffic and transportation.

Though I know that you will have many applicants for this position, I want to point out that I have prior internship experiences that few can match. I have gained valuable skills as an intern involved with traffic impact studies, traffic signal designs, and location and design projects. With my broad range of experiences, I believe I can make a contribution to Hurste-Rosche.

I would enjoy meeting with you to discuss the position of Transportation Engineer further, at your convenience. Feel free to contact me with any questions or concerns. My email is (your email). My resume is attached to this letter. Thank you for your consideration.

Sincerely,

Your name

Enclosure: Resume