Nguyen Van A  
Tan Binh, HCMC  
M: 09090909xx  
E: nguyen….@gmail.com

19th June 2021  
Mr. Nguyen Van B  
HR Manager  
ABC Construction Company  
District 1, Ho Chi Minh City

Dear Mr. B,

Apply to: Civil Engineer positionI would like to apply for the post of Civil Engineer as advertised on the Careerlink.vn website. My background, skills, experience make me an ideal applicant for the position.

I am a degree holder in Civil Engineering from HCMC University of Technology with 3 years of experience in construction field. Presently I’m working as a Site Engineer at DEF Company specializing in executing office building, apartment building, trade center and factory... Most of my job includes identifying outstanding and incomplete drawings and interface details, testing site materials, controlling sub-contractor’s executing work at site, performing QC by monitoring, checking and reporting of site work, assisting the Quantity Survey in valuating and in assessing addition work.

In addition, the projects that I have undertaken have honed my skills in working affectively both independently and as part of a team, giving instruction to building workers. I am good in using use graphical software such as: AutoCAD, Photoshop, CorelDraw, Illustrator.

You will see from my enclosed resume not only the projects I taken part in, but also the qualifications and experience I can fulfill the requirements for this job.

I would welcome the opportunity to talk to you and I hope that you will invite me for an interview. I thank you for your time and I look forward to hearing from you.

Yours sincerely,

Nguyen Van A