

*Sample Cover Letter*

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10 September 2007

Mr Mark Johns  
Consultant  
Nizza Recruitment Services  
Lvl 6, 293 Queen St Brisbane QLD 4000

Dear Mr Johns

**Re: Project Engineer, Chemical Company**

I am writing in response to your advertisement for this position in last Saturday's Brisbane Courier Mail. I would like to apply for the role because I believe that my experience and skills are a good match to those required by the employer.

My current role at ADB Chemicals has a similar scope; however I wish to move to a larger organization in order to make better use of my skills. I have been developing in the four years in my current position, as well as my recently completed MBA.

I have extensive experience in project engineering, as well as a solid grounding in process engineering that has given me the ability to make better-informed decisions as a project engineer. In my current role, I have been responsible for the management of projects with a budget of \$1million, and have managed a new reactor design, construction and installation. One of my biggest achievements was a major automation project the resulted in greater plant efficiencies and an increase of 30 per cent in production for 2006.

I have extensive experience with all major project management software and me a committed team player who manages my priorities and takes responsibility for every aspect of my work. I am a skilled communicator and I work very well under pressure in time-critical environments. Most importantly, I am a highly professional engineer with the skills and experience the advertised role requires and a strong commitment to achieving results for my employer.

Yours sincerely,

Mark Johns