

0123 Trevor Lane
Dover, DE 50000

December 6, 20xx

Mr. Jacob B. Smythe
Unit Director
Department of Transportation
State of Delaware
Dover, DE 50000

Dear Mr. Smythe:

Donald Hurley suggested that I connect with you regarding internship opportunities. I am presently seeking a position where I can apply my Civil Engineering skills as part of a cooperative education/internship experience. After researching the Department of Transportation, I thought I would inquire as to whether you have any opportunities available in the field of Civil Engineering.

I have broad expertise in all aspects of civil engineering and a proven ability to effectively manage a successful project. My background in heavy construction is complemented by my coursework in Civil Engineering Technology from Rochester Institute of Technology. In my last co-op with Ostrow Electric, I interpreted construction blueprints and specifications, assisted in the preparation of cost estimates for projects, assisted with field layout, and led a team responsible for CAD preparation.

My managers describe me as a self-motivated, ambitious, and hardworking team player with the ability to work collaboratively. My track record of performance in all areas reflects my ability to learn quickly and completely, and I always give 110% to any job I undertake. I am able to work effectively with individuals at all levels- from superintendents and general contractors, project owners, and municipal leaders to laborers and tradesmen in the field.

In addition to these strengths, I have key skills in the area of structural analysis, construction layout, and project management. I am known for my ability to effectively troubleshoot and successfully resolve issues. I look forward to meeting with you to discuss the DOT's hiring needs and how I might contribute to your operations. I will reach out to you next week to set an appointment.

Sincerely,

Daniel Everett
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302-123-4567