**Pham Van Q**  
Thu Duc, HCM City  
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12th July 2021

**Mr. Ho Gia Hung**

HR Manager

…. Company

District 7, Ho Chi Minh City

Dear Mr. H,  
**Apply to: Civil Engineer position**

I would like to apply for the post of Civil Engineer as advertised on the … website. My background, skills, experience make me an ideal applicant for the position.

I am a degree holder in Civil Engineering from Hanoi University of Civil Engineering with 3 years of experience in construction field. Presently I’m working as a Site Engineer at … 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,

Pham Van Q