

# Marek Anderson

1234 Main Street, Any Town, Any Country, and E: marek.a@yahoo.com, T: 000-000-000

15<sup>th</sup> AUG 2017  
Mr. Martin  
Hiring Manager  
Petroleum Engineering Position  
ABC Companies  
London

Dear Mr. Martin

I am writing to apply for your position of Petroleum Engineer advertised on [dayjob.com](http://dayjob.com). My experience aligns well with the qualifications you are seeking at ABC Company, and I am certain I would make a valuable addition to your organization.

I have a Masters in Engineering; with over five years as a Petroleum Engineer and I am adept in equipment analysis, maintenance, and optimization of oil and gas field operations and I have a solid educational foundation and a passion for oil field operations.

In addition as a Petroleum Engineer, I have learned that it takes not only, a lot of knowledge in how to carry forth a successful product; but also the creativity to devise just how to do it efficiently and with minimum cost. I bring this, a stellar education, and great communications skills to your open position.

You will find detailed information of my education and current job responsibilities along with my contact details in the resume attached herewith. Kindly consider my application favorably and provide me with an opportunity of an interview so that we can discuss my application in detail.

You may contact me anytime if you wish to discuss my reason for leaving the current employment or to schedule an appointment for an interview.

Thank you for your time and consideration.

Sincerely,

Marek Anderson