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To: Johnbn.1985@yahoo.com

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Subject: Request for an Interview

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Dear John

I am writing to request an interview for the Civil Engineer position in your Company. I work as a civil construction engineer on the basis of in-depth knowledge of civil construction techniques, handling large civil projects and grasp of technical specifications along with a degree in civil engineering.

I have ability to interpret and analyze highly technical drawings and specifications and Well-versed in handling geotechnical tasks especially in areas of drilling, grouting and testing. These are some of my skills in this position.

I am requesting an interview and would only take about 30 minutes of your time. I can be very flexible with my schedule to match your availability. You can reach me at (000) 000-0000 or at this email address.

Thanks again for reading my message, and I look forward to hearing back from you.

Best Regards