# **Letter of Introduction for Employment**

Richard anderson

HIRING MANAGER

Fluor Corporation

Main Street

NY

Dear Mr. Anderson,  
  
As a highly skilled Civil Engineer, I read your posting for the position of Civil Engineer at Fluor Corporation with great interest. I have been working in the engineering field for over ten years and have been a part of multiple projects, including designing of bridges, maintenance of roads and designing sewer and stormwater systems.

I enjoy the challenge of being involved in complex projects and I know Fluor Corporation takes on the toughest challenges. I am flexible and adapt easily to change so I have no doubt that I am will be able to hit the ground running and quickly become an asset to the company with the experience and skills I have to offer.

I have always received praise for my ability to foresee potential problems and to make proactive plans. This stood me in good stead in my current role. Unexpected issues constantly arise when dealing with road maintenance that must be dealt with speedily and efficiently to ensure safety.

One challenge was to deal with drainage and another to make surfaces long lasting and smooth. The ability to make proactive plans was also important when it came to make sure bridges were stable and assessing their ability to withstand earthquakes. I have also been involved redesigning sewer and stormwater systems in response to flooding. I helped to contribute new designs that reduced the occurrence of flooding in areas of New York.

I have extensive experience in generating reports and providing on-site technical support. My practical experience has given me many skills that I believe would translate to other projects. I am very attentive to detail and value any feedback that helps to make projects more efficient. I am also able to liaise with all involved parties and implement corrective scheduling actions.

What was very important in all my projects was to complete them within budget and on schedule. I became adept at doing so over the years without taking any short cuts or compromising on quality to do so. It became a point of pride for me to come in under budget and yet maintain excellent quality.

I am confident that my educational background, skills and practical experience have prepared me to make an immediate contribution in a large construction company. I fully understand the level of professionalism required for long-term success in the field. Over the years my good communication skills have enabled me to enjoy solid relationships with my colleagues and to build up a network of professional contacts.

I look forward to further discussing the role of Civil Engineer at Fluor Corporation. As I have great admiration for the company, I would consider it a privilege to hear more about some of the projects and how I could be involved in them. I appreciate your time in considering me for this position.

Sincerely,

Richard Anderson

Civil Engineer