

**Example of a Cover Letter used to apply for an  
Engineer-in-Training Program at The Ministry of Transportation**

***PAT PERTH*** 1151 RICHMOND STREET, LONDON, ON N6A 3K7; XXX XXX-XXXX; PPERTH@UWO.CA

*Date*

*Subject: Employment Opportunity for Engineer-in-Training Program*

Dear Ms. Morrison,

With regards to the advertised opportunities with your organization, please accept my attached resume for the ***Engineer-in-Training (EIT) Program***. In order to help you assess my suitability for the proposed position, I would like to highlight my achievements and interests as they pertain to this role.

Over the course of my professional career, I have been involved in various projects that required extensive on-site investigation and data collection of bridges through full-scale monitoring. In Japan, I worked with Saitama Prefectural Government to develop an evaluation system for the effective management of bridges. I have also worked with Public Works and Government Services Canada (PWGSC) to update the structural health monitoring system for the Confederation Bridge. On this project, I took a leadership role, overseeing a team of ten people in conducting a drivability study of the bridge. In addition, I have carried out extensive dynamic analysis of bridges and am well-versed with seismic analysis and design. These diverse experiences have enhanced my knowledge of bridge engineering, and have provided me with an opportunity to successfully apply my project management, leadership and communication skills. These skills, coupled with my experience working with diverse clients, will allow me to transition smoothly into your organization and this role and to make immediate and positive contributions to the team.

During the orientation session at Western University, I was surprised to learn that the British Columbia Ministry of Transportation is responsible for inspecting a total of 2,654 bridges in its districts across the province. Having a demonstrated passion for bridges, I am certain that I am the right fit for this role. The diversity of my portfolio, with an emphasis on bridges, perfectly suits the needs of the ministry. I am confident that I can both contribute to and learn a great deal about the inventory of bridges and other infrastructures owned and managed by the British Columbia Ministry of Transportation.

Finally, I would like to add that I am a hard working individual who believes in team work and possesses the ability to work independently. I am quick at learning new concepts and always strive to increase my engineering knowledge. In short, I am confident that I have the necessary educational background and ample exposure to the multifaceted field of engineering which would help me launch a successful career as a practicing engineer. I would very much appreciate an opportunity to present my case in person or over the phone. Please feel free to contact me at xxx-xxx-xxxx or pperth@uwo.ca for further information.

I look forward to receiving your reply.

Sincerely,

Pat Perth

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