

[YOUR NAME]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Application: Civil Engineer, [Project / Company]

Dear [Hiring Manager],

I am applying for the Civil Engineer position at [Company]. Over [X] years, I have worked on [SAR X]M [building / infrastructure / road] projects, most recently supervising [X] m² of [structure] with [X] workers and [X] subcontractors at [Project / Employer].

I work to [Saudi Building Code (SBC) / ACI / BS] standards and use [AutoCAD, Revit, Primavera P6] for design review, scheduling, and quantity control. On my last project I reduced rework by [X]% through inspection checklists and kept the site at [X] lost-time-injury-free days.

I hold SCE registration [No. / classification, expiry] and [OSHA / NEBOSH / PMP]. I can join [site / city] within [notice period] and hold [Iqama status / transfer eligibility].

I would welcome the chance to discuss how my site experience fits [Company]'s upcoming work on [project].

Yours sincerely,

[Your Name]