

ASHWINI TAMBE

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7/22/2019

RE: Graduate Civil Engineer- Water Resources

Dear Hiring Manager,

I'm writing to you to express my interest in the Graduate Civil Engineer- Water Resources position you have open on the your company website. I am a Civil Engineer specializing in Environmental Engineering and am confident that my education, relevant coursework, and professional experience would be a great match for this position.

My educational and professional experience is in compliance reports , water/wastewater treatment, stormwater systems, computer modeling, compiling and analyzing data, technical report writing, and managing projects throughout all phases of the life cycles. I am a huge proponent of teamwork and have a reputation for creating collaborative environment for project success.

Here are a few highlights from my educational and professional experience:

- MS in Civil Engineering with a major in Environmental Engineering.
- Two years experience as a civil engineer trainee/intern and being a part of teams responsible for creating solutions and delivering projects.
- Experienced in water, wastewater, stormwater, effluent treatment plant, environmental regulations and compliance, and vendor management projects and activities.
- Delivery of on-schedule, on-budget and high-quality completion of projects with varying degrees of complexity, budgets and timelines.
- Proficient in using AutoCAD and other software to create drawings and technical documentation.

I am confident that my educational and professional experience would make me a good candidate for this position and prove to be an asset to your company. Please give me a call at the number above to schedule an interview at your convenience. I appreciate your consideration and look forward to hearing from you.

Sincerely,

Ashwini Tambe