

NELSON CHARLES ADEDAYO

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[Today's Date]

[341 Company Address

Company City, State, Country

(xxx) xxx-xxxx

hiring.manager@gmail.com]

Dear Mr. /Mrs. /Ms. (Manager's Name),

I'm writing to you as a student who hopes to complete his Industrial Training Scheme in your company. I came across your organization and was delighted to find that my academic goals accomplishments meet all of the necessary requirements of your company. I am seeking a challenging but rewarding internship which is why I was drawn to your organization.

As a junior civil engineering student at the University of Lagos, I have acquired skills in building, project management, preventive maintenance and repair. Currently I hold a 3.8 GPA and have been on the Dean's List every semester. During my years of study, I have strategically focused my coursework in the following areas:

- Calibrations and tests
- Layout construction
- Work place and employee safety
- Construction Estimation
- Systems operations

Using my knowledge of the above, I have effectively supervised a local project in my school based on the provided budget. The project was so well received that I was awarded the first place in *XYX* project management competition.

I would be delighted to have an opportunity to personally interview with you. Please accept the enclosed resume and feel free to contact me at your earliest convenience. I appreciate your time and consideration.

Yours faithfully,

[Your Name]