

Mr Andrew Smith
PTS Civil Engineers
Cardiff Business Park
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Cardiff
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20 The Lane
Oak View
Swansea
SA0 5JJ

15 October 2015

Dear Mr Smith

Graduate Civil Engineer (Vacancy Number – 001032)

I am writing to apply for the above role as advertised at the Swansea University Careers Fair 2014. I have enclosed my CV for further consideration of the role.

Currently I am in my final year of a BEng Civil Engineering degree in Swansea University and believe that my skills and experience are well suited to a position as a Graduate Civil Engineer at PTS Civil Engineers.

PTS Engineering is a company of particular interest to me due to the opportunity to be involved in completing projects such as the Swansea University Bay Campus development and Queen Elizabeth Olympic Park. I would enjoy the challenge of working within a graduate programme that incorporates rotations through various departments such as Research and Development and Procurement and Risk Analysis.

During my degree course at Swansea University I have learnt analysis, design and management techniques in four areas of civil engineering, including geotechnical, transport and traffic, water and structural engineering. My dissertation project focussed on the micro-mechanical modelling of materials under dynamic loading conditions. As part of the project group I took the lead on developing aims, objectives and realistic targets that were SMART. Our group met once a week to feed back on our individual project areas and consider our next steps. The project helped develop team working skills and adapting to individual working styles.

I have been able to transfer these skills during two internship opportunities with Morgan & Jones and Buckland Bros. During my placement with Morgan & Jones I was linked to the Sea View Hospital upgrade where I was able to apply my theoretical knowledge of occupational health and safety, environmental management, risk management and customer service principles. In addition, my conceptual and analytical skills when assessing complex technical issues and my ability to demonstrate independent judgement were proven. I was tasked with presenting planning requirements to clients which developed my skills in public speaking.

As a weekend sales assistant with SJ Cash & Carry, I am required to prepare rosters, arrange shelf space, assist customers with their enquiries and provide back up to the cashiers and storeroom staff. By working collaboratively with management and staff, I have demonstrated my written and verbal communication skills. Additionally, during my role as Fforest Activity Centre I was responsible with liaising with management and trustees to develop marketing materials that were transparent amongst the community and fundraisers.

Thank you for considering my application. Enclosed is a copy of my CV which further outlines my skills and work experiences. I look forward to hearing from you shortly.

Yours sincerely

Anthony Thompson

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Swansea Employability Academy. August 2015