

**Abdul Samad Ali**  
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***To whom this may concern,***

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**RE: Application for Trainee Administrative Assistant position**

As a young and motivated individual I am extremely interested in submitting an application for the job in civil engineering discipline ,

In January 2019 I completed my BACHELOR'S IN CIVIL ENGINEERING , I also had done safety diplomas mainly NEBOSH,IOSH ,This has given me a range of practical capabilities that will meet the needs of this role.

While completing my bachelor studies I worked at two internships under Ministry of works , one in buildings construction of a school in Askar, other at the construction of new bridge at the existing alba roundabout, My responsibilities in this role included assisting the engineer in there duties and to attend the meetings and be part of planning and quality assurances tests, This position has given me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

After the graduation I immediately joined a construction company working as a civil site engineer at the expansion of ARAMCO OIL REFINERY RASTANURAH in Saudi Arabia, my role as a civil engineer had me planning and following through with the construction , controlling material and manpower , adhering to health and safety codes and the civil standards.

My teachers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My current and previous managers can be contacted to provide more information about my ability to meet the needs of this job.

I understand you 're going to get a lot of requests for that position. However, I believe that my motivation, dedication and pre-existing skills will help me to integrate into your work environment and start to support your organization's needs immediately.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

***Abdul Samad***