

To,  
Human Resource Manager

**Subject: Application for the post of Civil Engineer.**

Dear Sir,

I humbly request that I have gone through your advertisement from [your website](#). I have keen interest in this work. Now let me go in details.

I have received Bachelor's in Civil Engineering from Central Campus of Engineering, Surkhet in 2018 AD. I had completed my Diploma in Civil Engineering from Acme Engineering College in 2010 AD.

Currently I am working as Technical Officer at the project on **Local Roads Bridge Programme (LRBP), Swiss Development Corporation from November 2011 to till date on Dailekh and Surkhet District**. Besides these experiences I worked as Jr. Engineer at **Community Support Programme (CSP-II), CARE Nepal, Surkhet** from August 2010 to November 2011. March 2004 to November 2007, I worked **DFID-Community Support Programme, Surkhet**.

I am aware of the computer skills required in the design and analysis of different projects. My skills in computer application are AutoCAD, SW-DTM, MS-Suites (Outlook, Word, Excel, PowerPoint, Publisher). In addition, I am interested in field of research and learning new skills as well.

I had worked in different capacities in various student clubs focused on student welfare, social service and individual capacity development. This exposed me to different types of people and groups and developed my skills of dealing with people. I am confident that this experience will help me to work with the local community and convince them about the works that is being done in their area.

Finally, I would like to assure you that my qualifications, experiences and competencies make me a suitable candidate for the advertised post.

Looking forward for a positive response.



Yours faithfully  
Er. Yogesh Acharya  
Birendrangar-10, Surkhet  
Nepal.