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| JACK morris |  |  |  |
| XX Example Street  Miranda, NSW 2000  jackjmiller@example.com  XXXX XXX XXX  12 December 2023 |
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| **C/O Hiring Manager**  re HVC Surveying, Surveyor vacancy |  |  | I am writing to express my keen interest in the Surveyor position at HVC Surveying. I am eager to use my Diploma in Surveying from TAFE Ultimo and my two years of experience in the construction industry to contribute to the team at HCV Surveying while growing my skills in infrastructure projects.  My work experience at Bob Thebuilder Construction has given me a strong introduction to the construction industry. As a labourer I have assisted a variety of tradespeople, including surveyors, with tasks that ensure they can work efficiently, such as site preparation, material handling and clean-up. I participate in daily and weekly site meetings and communicate clearly with clients and subcontractors to ensure that projects progress smoothly.  My education has given me a solid foundation in surveying techniques, complemented by hands-on experience with industry-standard equipment and CAD software. The accuracy of my data management skills has been confirmed with a mark of competent in my Surveying and Spatial Information Services Certificate at TAFE. During my studies I had the opportunity to work on several case studies focused on structures such as bridges and I am enthusiastic about swiftly adapting my existing knowledge and skills to excel in this aspect of surveying.  I have a White Card and a strong commitment to safety practices, practicing a non-negotiable attitude towards safety standards and best practices on work sites. My interest in workplace safety began with my experience as a crew member at Mc Donald’s, where it was a central part of our training in the kitchen and point of sale. My background in fast food service has developed my ability to communicate clearly with clients and to manage time effectively, even in a high-pressure environment.  Thank you for taking the time to consider my resume, which is attached for your review. I look forward to the opportunity to discuss how my background aligns with the needs of HVC Surveying. I am available at your earliest convenience for an interview.  Sincerely,  Jack Morris |

This document is intended for inspiration and guidance only. Tailor it to highlight your unique skills and experiences that align with the role you’re applying for – don’t copy directly**.** It is based on a **fictional persona** – any similarity to an actual person is coincidental and unintended.