

[Full Name]

[Address Line 1] | [City, State, Zip]

[Phone Number] | [Email Address] | [LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Mr./Ms./Mx. Last Name],

Re: Application for **[Job Title, e.g., Senior Subsurface Petroleum Engineer]**

[Opening paragraph: State the position you are applying for and why your specific background in reservoir engineering, production optimization, or petrophysics makes you a strong fit for [Company Name].]

[Body paragraph 1: Detail your experience with subsurface modeling, nodal analysis, or field development planning. Highlight specific software proficiency such as Petrel, Eclipse, or Kappa. Mention quantifiable achievements in increasing recovery factors or reducing decline rates.]

[Body paragraph 2: Discuss your experience with cross-functional collaboration between geology, drilling, and completions teams. Mention your expertise in asset evaluation, uncertainty management, or reserves estimation according to SPE-PRMS standards.]

[Closing paragraph: Reiterate your enthusiasm for the role and the company's specific projects or assets. Express your desire for an interview to discuss how your technical skills can contribute to their operational success.]

Sincerely,

[Full Name]