

# [Your Full Name]

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

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address] **RE: [Job Title] - [Reference Number]** Dear [Mr./Ms./Mx.] [Hiring Manager Last Name], I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Platform/Source]. With a [Degree Type] in Petroleum Engineering and [Number] years of experience in upstream operations-specifically in [mention Drilling, Reservoir, or Production]-I am eager to contribute to your technical team's success in optimizing asset performance. During my tenure at [Previous Company], I specialized in [Key Area: e.g., reservoir simulation, well completion, or EOR techniques]. My technical highlights include:

- [Achievement: e.g., Managed a drilling program that reduced NPT by X%].
- [Achievement: e.g., Utilized (Software Name) to increase recovery factors by X%].
- [Achievement: e.g., Led HSE initiatives resulting in zero LTI over (Number) man-hours].

[Company Name]'s reputation for [mention a specific project or company value, e.g., sustainable extraction or deepwater innovation] aligns with my professional commitment to operational excellence and cost-effective resource management. I am proficient in industry-standard tools such as [Petrel, Eclipse, Landmark, etc.] and possess a strong understanding of [regulatory framework/geological basin type]. I look forward to the possibility of discussing how my technical background in upstream asset development can support [Company Name]'s production targets. Thank you for your time and consideration. Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]