

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State/Province]

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **Well Completions Engineer** position at [Company Name], as advertised on [Platform/Source]. With a solid background in [Number] years of petroleum engineering and a specialized focus on designing and executing complex completion programs, I am confident in my ability to contribute to your production goals and operational efficiency.

Throughout my career, I have successfully managed [Type: e.g., unconventional, deepwater, or high-pressure] completion projects. My technical expertise includes [Key Skill 1: e.g., hydraulic fracturing design], [Key Skill 2: e.g., sand control management], and [Key Skill 3: e.g., wellbore integrity modeling]. In my previous role at [Previous Company], I was instrumental in reducing NPT (Non-Productive Time) by [X%] and optimizing stimulation designs that resulted in a [X%] increase in initial production rates.

I am particularly drawn to [Company Name] because of your recent advancements in [Specific Project or Technology]. I am eager to apply my proficiency in [Software: e.g., Landmark, Prosper, or Kappa] and my commitment to rigorous HSE standards to support your engineering team in [Location/Region].

Thank you for your time and consideration. I look forward to the possibility of discussing how my technical skills in well design and field operations can benefit your upcoming completion campaigns.

Sincerely,

[Your Signature (if sending by mail)]  
**[Your Full Name]**