

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: [Job Title/Reference Number] - Referral by [Referrer's Name]

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

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referrer's Name], [Referrer's Title or Relationship to Company]. Having followed [Company Name]'s recent work in [Specific Field, e.g., wastewater management / remediation / sustainable infrastructure], I was eager to apply my technical background to your current projects.

Currently, I hold a [Degree Name] in Environmental Engineering from [University Name]. During my previous tenure at [Previous Company/Internship], I specialized in [Key Skill 1, e.g., environmental impact assessments] and [Key Skill 2, e.g., regulatory compliance/modeling software]. I am particularly proud of [Briefly mention a specific achievement, e.g., reducing carbon output by X% or successfully managing a Phase I ESA].

My technical expertise is complemented by a thorough understanding of [Local/Federal] environmental regulations and a commitment to sustainable design principles. I am confident that my ability to [Specific Task, e.g., conduct site characterizations / design filtration systems] aligns with the goals of the [Specific Department] team.

I have attached my resume and [mention any certifications, e.g., EIT/PE license] for your review. I look forward to the possibility of discussing how my experience in environmental engineering can contribute to the continued success of [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]