

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

[Date]

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

RE: [JOB TITLE] - [REFERENCE NUMBER] - REFERRAL FROM [REFERRER NAME]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Position Name] role at [Company Name], as recommended to me by [Referrer's Name], [Referrer's Title/Relationship]. Having followed [Company Name]'s recent work on [Specific Project, e.g., the Westside Infrastructure Expansion], I am eager to contribute my technical expertise in [Specific Discipline, e.g., Structural Analysis/Hydraulic Modeling] to your engineering team.

With [Number] years of experience in civil engineering, I have developed a robust background in [Key Skill 1], [Key Skill 2], and [Key Skill 3]. In my current role at [Current/Previous Company], I successfully [mention a quantifiable achievement, e.g., reduced material costs by 15% or managed a \$5M site development project]. My proficiency in [Software, e.g., AutoCAD, Civil 3D, or Revit] and my commitment to sustainable infrastructure align with the standards [Company Name] is known for.

[Referrer's Name] mentioned your team's current focus on [Specific Area mentioned by referrer], and I am confident that my experience with [Related Experience] makes me a strong fit for this initiative. I hold a [Degree Name] from [University] and am a licensed [PE/EIT] in the state of [State].

I have attached my resume and project portfolio for your review. I look forward to the possibility of discussing how my technical background and project management skills can support [Company Name]'s upcoming projects.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]