

**[Your Full Name]**

[Address, City, State, Zip]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

**[Hiring Manager Name]**

[Title]

[Company Name]

[Company Address]

Re: Application for **[Job Title/Reference Number]**

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

I am writing to express my interest in the [Job Title] position at [Company Name]. I was informed of this opening by **[Referral Name]**, [Title/Relationship], who suggested that my background in civil infrastructure and onsite construction management would align well with your current project goals.

With [Number] years of experience in civil engineering, I have successfully overseen [Types of Projects: e.g., highway, commercial, or structural] from pre-construction through to final inspection. At my current role with [Current/Previous Employer], I managed [Specific Achievement: e.g., a \$10M budget or a team of 15], ensuring strict adherence to safety protocols, ASTM standards, and project timelines.

My core competencies include:

- [Key Skill 1: e.g., Site Layout and Surveying]
- [Key Skill 2: e.g., Structural Analysis and AutoCAD Design]
- [Key Skill 3: e.g., Project Scheduling and Vendor Liaison]

[Referral Name] has spoken highly of [Company Name]'s commitment to [Specific Company Value or Project Type], and I am eager to bring my technical expertise and problem-solving skills to your engineering team. I have attached my resume and project portfolio for your review.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]