

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

Subject: Referral for [Position Title] - [Your Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the Civil Project Manager position at [Company Name]. I was recently speaking with [Referral Name], who currently serves as [Referral's Job Title] at your firm, and they suggested that my background in heavy civil infrastructure and site development would align well with your upcoming project pipeline.

With [Number] years of experience in civil engineering and construction management, I have successfully overseen projects ranging from [Type of Project] to [Type of Project], with budgets exceeding [Dollar Amount]. My expertise includes managing multi-disciplinary teams, ensuring compliance with [Specific Regulation/Code], and utilizing project management software such as [Software Name] to maintain strict adherence to timelines and budgetary constraints.

In my most recent role at [Previous Company], I notably [Brief Achievement, e.g., reduced overhead by 15% or completed a major bridge project 3 weeks ahead of schedule]. I am particularly impressed by [Company Name]'s recent work on [Specific Company Project], and I am eager to bring my technical oversight and stakeholder management skills to your team.

I have attached my resume for your review. I look forward to the possibility of discussing how my experience as a Civil Project Manager can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]