

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

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

RE: Referral for [Job Title / Position ID]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Position Title] position at [Company Name], as recommended to me by [Referral's Name], who currently serves as [Referral's Job Title] within your [Department Name] department. Having followed [Company Name]'s recent projects in [Specific Area, e.g., Urban Infrastructure/Sustainable Design], I am eager to contribute my technical skills to your engineering team.

I recently graduated from [University Name] with a Bachelor's degree in Civil Engineering. During my academic tenure, I developed a solid foundation in [Key Skill 1, e.g., Structural Analysis], [Key Skill 2, e.g., Fluid Mechanics], and [Key Skill 3, e.g., Transportation Planning]. My proficiency in software such as AutoCAD, Civil 3D, and [Other Software] was further strengthened during my internship at [Previous Company/Project], where I assisted in [Briefly mention a specific task, e.g., drafting site plans or performing load calculations].

My background in [Specific Project Type] aligns with [Company Name]'s commitment to [Company Value/Mission]. I am a detail-oriented professional with a strong work ethic and a desire to obtain my EIT certification. I am confident that my academic background and hands-on internship experience make me a valuable asset to your junior engineering cohort.

I have attached my resume for your review and look forward to the possibility of discussing how my skills can support [Company Name]'s upcoming projects. Thank you for your time and consideration.

Sincerely,

[Your Name]