

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

[Date]

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

**RE: Application for [Job Title] - Referred by [Name of Person who Referred You]**

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name], as recommended to me by [Referrer's Name], [Referrer's Title/Relationship]. Having worked with [Referrer's Name] in the past, they suggested that my background in environmental civil engineering and my commitment to sustainable infrastructure would align well with your team's current objectives.

With a [Degree Name] in Civil/Environmental Engineering and [Number] years of experience, I have developed a robust skill set in [Key Skill 1, e.g., Stormwater Management], [Key Skill 2, e.g., Remediation], and [Key Skill 3, e.g., Regulatory Compliance]. In my previous role at [Previous Company], I successfully [mention a specific achievement, e.g., managed a site assessment project that reduced waste by 20%]. I am particularly drawn to [Company Name] because of your recent work on [mention a specific company project or initiative].

My technical proficiency in [Software, e.g., AutoCAD, Civil 3D, or GIS] combined with my experience navigating [Specific Regulations, e.g., EPA or CEQA standards] allows me to contribute effectively to complex environmental projects from day one. I am eager to bring my problem-solving abilities to [Company Name] and support your mission of delivering environmentally responsible engineering solutions.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my experience can benefit your team.

Sincerely,

[Your Signature]

[Your Printed Name]