

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

Re: Junior Civil Engineer Application - Referral by [Referrer's Name]

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

I am writing to express my interest in the Junior Civil Engineer position at [Company Name], as recommended to me by [Referrer's Name], who currently serves as a [Referrer's Job Title] within your organization. Having followed your firm's recent projects, specifically [mention a specific project or achievement], I am eager to contribute my technical skills and enthusiasm to your engineering team.

I recently graduated with a degree in Civil Engineering from [University Name], where I developed a strong foundation in [mention 2-3 core areas, e.g., structural analysis, transportation planning, or fluid mechanics]. During my internship at [Previous Company/Organization], I gained hands-on experience in [mention a specific task, e.g., site inspections, drafting in AutoCAD, or preparing feasibility reports]. These experiences have equipped me with the technical proficiency and problem-solving mindset necessary to support [Company Name]'s high standards of excellence.

I am particularly drawn to [Company Name] because of your commitment to [mention a company value or industry focus]. I am confident that my academic background, combined with the professional endorsement from [Referrer's Name], makes me a strong candidate for this role.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how I can support your upcoming projects.

Sincerely,

[Your Signature]

[Your Printed Name]