

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

[Date]

[Hiring Manager Name]  
[Job Title]  
[Company Name]  
[Company Address]

**RE: Civil Site Engineer Position - Referral by [Referrer Name]**

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

I am writing to express my interest in the Civil Site Engineer position at [Company Name], as recommended to me by [Referrer Name], [Referrer's Job Title/Relationship]. Having followed [Company Name]'s recent work on [Specific Project Name or Infrastructure Type], I am eager to contribute my technical expertise in site development and construction management to your engineering team.

With a degree in Civil Engineering and [Number] years of experience in onsite supervision, I have a proven track record of ensuring projects are delivered according to specifications, safety standards, and strict timelines. My core competencies include:

- Supervising site operations and coordinating with subcontractors and stakeholders.
- Conducting precise land surveys, site layout, and leveling.
- Reviewing blueprints, CAD designs, and technical specifications for structural integrity.
- Implementing rigorous Quality Control (QC) and Health & Safety (HSE) protocols.
- Managing materials procurement and budget tracking to minimize waste.

In my previous role at [Previous Company], I successfully managed the site execution for [Mention a project type, e.g., a multi-story residential complex or highway extension], where I [Mention a specific achievement, e.g., reduced material costs by 10% or resolved a critical grading issue]. I am confident that my hands-on approach to problem-solving and my commitment to structural excellence align with the standards upheld by [Company Name].

I have attached my resume and certifications for your review. I look forward to the opportunity to discuss how my background in site engineering can support the success of [Company Name]'s upcoming projects.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]