

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

[Hiring Manager Name]
[Title]
[Department of Public Works / Agency Name]
[City/Agency Address]

RE: Referral for [Job Title / Requisition Number]

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

I am writing to express my interest in the [Job Title] position with the [City/County/State] Department of Public Works. I was informed of this opening by [Referral Name], who currently serves as [Referral's Title] within your department. [Referral Name] suggested I reach out, as my background in municipal infrastructure and large-scale civil engineering projects aligns closely with your current initiatives.

With a [Degree Name] in Civil Engineering and [Number] years of experience in the public sector, I have developed expertise in managing [Specific Area: e.g., wastewater, transportation, or structural] projects. In my previous role at [Previous Company/Agency], I successfully oversaw the [Specific Project Name], ensuring compliance with all environmental regulations and city ordinances while maintaining strict budget and timeline constraints.

I am particularly drawn to this role because of the Department's upcoming [Specific Project or Goal, e.g., 5-year Capital Improvement Plan]. My technical proficiency in [Software/Skills: e.g., AutoCAD, Civil 3D, HEC-RAS] and my experience navigating the public bidding and permitting processes make me a strong candidate to contribute to your team's continued success.

Thank you for your time and for considering my application. I have attached my resume and professional certifications for your review. I look forward to the possibility of discussing how my experience can benefit the residents of [City/County Name].

Sincerely,

[Your Signature]
[Your Printed Name]