

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

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

RE: [JOB TITLE/REFERENCE NUMBER] - REFERRAL BY [REFERRER'S NAME]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Position Title] position at [Company Name]. I was recently speaking with [Referrer's Name], [Referrer's Title/Relationship], who suggested that my background in urban infrastructure and land development would be a strong fit for your current projects in [Specific Region or Project Type].

With [Number] years of experience as a Civil Engineer specializing in urban development, I have successfully managed projects ranging from [Project Type A] to [Project Type B]. My technical expertise includes [Software/Skill 1], [Software/Skill 2], and comprehensive knowledge of [Local/State] zoning laws and environmental regulations.

During my tenure at [Previous Company], I led the design phase for [Brief Project Example], which resulted in [Specific Achievement or Efficiency Gain]. I am particularly drawn to [Company Name] because of your innovative approach to [Specific Company Focus, e.g., sustainable drainage or mixed-use transit hubs].

I have attached my resume and portfolio for your review. I look forward to the possibility of discussing how my technical skills and project management experience can contribute to the continued growth of [Company Name].

Best regards,

[Your Name]