

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

[Date]

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

Re: Referral for [Job Title / Position ID] - [Your Name]

Dear [Hiring Manager Name],

I am writing to express my interest in the **Water Resources Engineer** position at [Company Name], as recommended to me by [Employee Name], who currently serves as [Employee's Job Title] within your [Department Name] team. Having followed [Company Name]'s recent projects in [Specific Project or Field, e.g., sustainable stormwater management or hydraulic modeling], I am eager to contribute my technical expertise to your innovative engineering solutions.

Currently, I am a [Current Job Title] at [Current Employer], where I specialize in [Key Skill 1, e.g., HEC-RAS modeling], [Key Skill 2, e.g., hydrologic analysis], and [Key Skill 3, e.g., environmental compliance]. During my tenure, I successfully [Brief Mention of a Major Achievement, e.g., led the design of a regional drainage system that reduced flood risk by 20%]. I am confident that my background in [Specific Degree or Certification] and my hands-on experience with [Software/Tools, e.g., ArcGIS, AutoCAD Civil 3D] align perfectly with the requirements of this role.

Because of my professional relationship with [Employee Name], I have gained valuable insight into the collaborative culture and technical excellence at [Company Name]. I am particularly impressed by your commitment to [Company Goal, e.g., resilient infrastructure], and I am eager to bring my analytical mindset and problem-solving skills to your upcoming projects.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my skills in water resource management can support the goals of [Company Name].

Sincerely,

[Your Signature]  
[Your Printed Name]