

[Your Name]
[Your Phone Number]
[Your Email]
[Your Portfolio/LinkedIn Link]

[Date]

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

RE: Referral for [Job Title/Position Reference Number]

Dear [Hiring Manager Name],

I am writing to express my interest in the HVAC Design Mechanical Engineer position at [Company Name]. I was recently encouraged to apply by [Referral Name], who currently serves as [Referral's Job Title] within your organization and spoke highly of your team's approach to [mention a specific company project or value].

With [Number] years of experience in mechanical building systems, I have developed a deep expertise in Load Calculations, HVAC equipment selection, and the preparation of detailed construction documents using [Revit/AutoCAD]. At my current role with [Current/Previous Employer], I successfully managed the design of [mention project type: e.g., high-rise residential/commercial/healthcare] systems, ensuring strict adherence to ASHRAE standards and local energy codes.

My technical background aligns closely with the requirements of this role, particularly in:

- Designing energy-efficient hydronic and air-side systems.
- Performing comprehensive energy modeling using [HAP/TRACE 700/IESVE].
- Coordinating multi-disciplinary MEP requirements to minimize field conflicts.
- Conducting site inspections and ASHRAE Level audits.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific technical aspect, such as sustainable design or BIM integration]. I am confident that my technical proficiency and collaborative mindset will allow me to contribute immediately to your engineering team.

Thank you for your time and for considering my application. I have attached my resume and look forward to the possibility of discussing how my experience fits the needs of your current projects.

Sincerely,

[Your Name]