

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile / Portfolio URL]

[Current Date]

[Hiring Manager Name]
[Title]
[Organization/Agency Name]
[Street Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

Please accept this letter and the enclosed resume as a formal expression of my interest in the **Transportation Planner** position at [Organization Name]. With a background in [Urban Planning/Civil Engineering/Related Field] and a commitment to developing sustainable, efficient, and equitable transit systems, I am eager to contribute to your team's upcoming projects.

In my previous role as [Current/Previous Job Title], I specialized in [mention key area: e.g., multimodal integration, traffic impact analysis, or long-range planning]. My technical proficiency includes [Software: e.g., GIS, AutoCAD, VISSIM] and I have a proven track record of navigating complex regulatory frameworks such as [NEPA/CEQA/Local Guidelines]. I am particularly proud of my work on [Project Name], where I successfully [mention a specific result: e.g., reduced congestion by X% or secured \$Y in grant funding].

I am drawn to [Organization Name] because of your recent work on [Specific Project or Initiative]. I am confident that my experience in data-driven modeling and stakeholder engagement will allow me to provide immediate value to your planning department and help address the evolving mobility needs of [City/Region].

I look forward to the possibility of discussing how my skills in transportation policy and infrastructure design align with the goals of your organization. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]