

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Civil Engineer position at [Company Name] as advertised on [where you found the job posting]. With a Bachelor's degree in Civil Engineering and over [X years] of experience managing and executing civil infrastructure projects, I am excited about contributing to your team's success.

In my previous role at [Previous Employer], I was responsible for the design, analysis, and supervision of several large-scale projects, including [mention one or two brief examples such as "the construction of a municipal bridge and the redevelopment of an urban drainage system"]. My collaborative approach, attention to detail, and strong project management skills enabled my team to deliver projects ahead of schedule and within budget. I am proficient in relevant software such as AutoCAD, Civil 3D, and SAP2000, and bring a thorough understanding of industry codes and safety regulations.

My practical expertise and dedication to high-quality work are complemented by my strong communication skills, which have helped me coordinate effortlessly with architects, contractors, and public stakeholders. I am confident that my ability to efficiently adapt to complex and demanding project requirements will allow me to make valuable contributions to [Company Name].

#### Reference from Previous Manager:

"During [Your Name]'s tenure at [Previous Employer], they consistently demonstrated outstanding technical competency and a proactive attitude towards project challenges. Their leadership on key projects played a crucial role in achieving successful outcomes and maintaining excellent client relationships. I highly recommend [Your Name] for any civil engineering role requiring dedication, skill, and teamwork."

— [Manager's Name], [Manager's Position], [Previous Employer]

I look forward to the opportunity to further discuss how my skills and experience align with the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,  
[Your Name]