

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Civil Engineer position at [Company's Name] as advertised on [where you found the job posting]. With a Bachelor's degree in Civil Engineering from [Your University] and [X years] of hands-on experience in project management, design, and construction, I am excited about the opportunity to contribute to your team.

During my previous role at [Previous Company], I successfully led [specific project or initiative], which resulted in [quantifiable outcome or achievement]. My expertise in [specific skills or software relevant to the job] has allowed me to deliver projects on time and within budget while ensuring compliance with all local regulations and standards. I am particularly drawn to [Company's Name] because of [specific reason related to the company's projects, values, or reputation]. I admire your commitment to [mention any relevant initiatives or projects], and I believe my background in [specific area of civil engineering] aligns well with your goals.

Enclosed is my resume, which provides further details on my professional journey and accomplishments. I would welcome the opportunity to discuss how my skills and experiences can contribute to the success of your upcoming projects. I am looking forward to your response and the possibility of collaborating with your team.

Thank you for considering my application.

Sincerely,  
[Your Name]