TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of introduction for job

Dear Brian

I hope this letter finds you well. I am writing to inquire about any vacancies you may have now in your civil engineering department.

I have a 2:1 BEng Civil Engineering, with 4 months of work experience in a local firm which has brought me invaluable experience in urban planning and infrastructure design.

I am now looking for a full-time job and I have heard only positive things about Smithson Co. I would relish the opportunity to discuss how my experience might align with your company’s needs. I look forward to hearing from you via phone or email.

Yours sincerely,

Lewis Smithers