

[Your Full Name]

[Your Professional Title / Current Status]

[Your LinkedIn Profile URL]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

Dear [Recipient's Name or Hiring Manager],

I am writing to express my interest in [Position Title or Department] at [Company Name]. I was encouraged to reach out by [Mutual Connection Name], who spoke very highly of your team's approach to [Specific Industry Challenge or Project].

As a professional with experience in [Your Primary Skill/Field], I have long followed [Company Name]'s contributions to [Specific Industry Aspect]. In my previous role at [Previous Company/Experience], I developed a strong foundation in [Skill 1] and [Skill 2], which I believe aligns closely with the goals of your current initiatives.

Specifically, my background includes:

- [Key Achievement or Project 1]
- [Key Achievement or Project 2]
- [Relevant Certification or Technical Skill]

Beyond my technical qualifications, I am eager to contribute to a culture as [Adjective: innovative/collaborative/driven] as yours. I would appreciate the opportunity to discuss how my background in [Specific Area] could support [Company Name]'s upcoming objectives.

Thank you for your time and consideration. I look forward to the possibility of connecting.

Sincerely,

[Your Name]