

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Hiring Manager"],

I am writing to express my interest in the [Job Title] position at [Company Name]. I was recently speaking with [Mutual Acquaintance's Name], who suggested I reach out to you regarding this opportunity, as they felt my background in [Your Expertise/Field] would be a strong fit for your team.

In my previous role at [Previous Company], I developed expertise in [Key Skill or Achievement]. Having followed [Company Name]'s recent work in [Industry/Project], I am eager to apply my skills in [Specific Skill] to help your team achieve its goals regarding [Specific Company Goal].

I have attached my resume for your review and would welcome the chance to discuss how my experience aligns with the needs of [Company Name]. Thank you for your time and for the recommendation via [Mutual Acquaintance's Name].

Sincerely,

[Your Name]