

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile / Portfolio]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

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

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**. I was recently speaking with **[Mutual Connection Name]**, who suggested that my background in **[Your Core Skill/Industry]** would be a strong match for your team's current goals.

During my time at **[Previous Company]**, I specialized in **[Specific Achievement or Responsibility]**. **[Mutual Connection Name]** mentioned that your team is currently focusing on **[Specific Project or Challenge Mentioned by Contact]**, and I believe my experience in **[Relevant Skill]** could directly contribute to your success in this area.

I have long admired **[Company Name]**'s reputation for **[Specific Company Value or Achievement]**. I am confident that my proactive approach and technical proficiency in **[Specific Tool/Software/Skill]** would allow me to hit the ground running.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills can support your department. Thank you for your time and for the recommendation via **[Mutual Connection Name]**.

Best regards,

[Your Signature]
[Your Printed Name]