

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

Dear *[Hiring Manager Name or Department Head Name]*,

I am reaching out to you directly because I have long admired *[Company Name]*'s work in *[Industry/Specific Project]*. I am writing to express my strong interest in the *[Job Title]* position recently posted, as I believe my background in *[Core Skill/Experience]* aligns perfectly with your team's current goals.

In my previous role at *[Previous Company]*, I successfully *[Key Achievement 1]*. Furthermore, I have developed a deep expertise in *[Key Achievement 2 or Technical Skill]*, which I am eager to apply toward helping *[Company Name]* achieve *[Specific Company Goal]*.

I am particularly impressed by *[Specific Detail about Company Culture or Recent News]*, and I am confident that my proactive approach would be an asset to your department. I have attached my resume for your review and would welcome the opportunity to discuss how my skills can support your upcoming initiatives.

Thank you for your time and consideration.

Best regards,

[Your Name]