

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

[Date]

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

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**. I was encouraged to apply for this role by **[Referral Name]**, who currently works as a **[Referral's Job Title]** within your **[Department Name]** department.

Having followed **[Company Name]**'s recent work in **[Industry/Specific Project]**, I am impressed by your commitment to **[Company Value or Goal]**. My background in **[Your Professional Background]** has allowed me to develop strong skills in **[Key Skill 1]** and **[Key Skill 2]**, which align closely with the requirements of this role.

In my previous position at **[Previous Company]**, I successfully **[Major Achievement Related to Job Description]**. I am confident that I can bring this same level of dedication and expertise to the **[Job Title]** team to help achieve **[Specific Company Objective]**.

I have attached my resume for your review and would welcome the opportunity to discuss how my experience can benefit **[Company Name]**. Thank you for your time and consideration.

Sincerely,

[Your Name]