

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Re: Referral for [Job Title] from [Mutual Connection Name]

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

I am writing to express my interest in the *[Job Title]* position at *[Company Name]*. *[Mutual Connection Name]*, with whom I worked at *[Previous Company/Context]*, suggested I reach out regarding this role as they believed my background in *[Industry/Skill]* would be a strong fit for your team.

During my time at *[Current/Previous Company]*, I developed expertise in *[Key Skill 1]* and *[Key Skill 2]*. Specifically, I *[Briefly describe a major achievement related to the job description]*. I have long admired *[Company Name]*'s commitment to *[Company Value or Mission]*, and I am eager to apply my experience to help your team achieve *[Department Goal]*.

I have attached my resume for your review. I would appreciate the opportunity to discuss how my skills can contribute to the continued success of *[Company Name]*.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]