

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

[Date]

**[Recipient Name]**  
[Recipient Title]  
[Company Name]

Dear *[Recipient Name]*,

I am writing to express my interest in the *[Job Title]* position at *[Company Name]*. I was encouraged to reach out to you by *[Mutual Contact Name]*, with whom I worked closely at *[Previous Company or Organization]*. They mentioned that my background in *[Core Skill/Industry]* would align well with your team's current initiatives.

In my current role at *[Current/Previous Employer]*, I have focused on *[Major Responsibility]*. A few of my key accomplishments include:

- *[Specific Achievement 1 with quantifiable data]*
- *[Specific Achievement 2 demonstrating relevant expertise]*

I have long admired *[Company Name]*'s approach to *[Company Value or Project]*. Given my experience in *[Specific Field]*, I am confident that I can contribute to your goals while maintaining the high standards your department is known for.

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

Best regards,

[Your Signature]

[Your Printed Name]