

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. I was recently speaking with **[Mutual Contact Name]**, who suggested I reach out to you regarding this role. [Mutual Contact Name] and I worked together at [Previous Company/Organization], and they spoke very highly of your team's current initiatives.

With my background in [Your Professional Background/Industry], I have developed a strong skill set in [Key Skill 1] and [Key Skill 2]. In my previous role at [Your Current or Last Company], I successfully [Mention a specific accomplishment related to the job description]. I believe my experience in [Area of Expertise] would allow me to contribute effectively to your upcoming goals for [Department/Project Name].

I have followed [Company Name]'s progress in [Industry/Field] and am particularly impressed by your recent [Specific Company Achievement or Project]. I am eager to bring my problem-solving abilities and my passion for [Relevant Passion] to your organization.

I have attached my resume for your review and would appreciate the opportunity to discuss how my experience aligns with the needs of [Company Name]. Thank you for your time and for the referral from [Mutual Contact Name].

Best regards,

[Your Signature]

[Your Printed Name]