

[Your Full Name]
[Address/City/State]
[Phone Number]
[Email Address]
[LinkedIn Profile Link]

[Date]

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

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship to Company]. Having followed [Company Name]'s recent developments in [Specific Industry Sector, e.g., Petrochemicals/Renewable Energy/Pharmaceuticals], I am eager to apply my technical background to your current engineering challenges.

During my conversation with [Referral Name], we discussed the requirements of your [Specific Department/Project] team. My experience in [Specific Technical Skill, e.g., Process Design/Heat Transfer/Mass Balance] aligns closely with the goals of this role. At [Previous Company/University], I successfully [Briefly mention a quantifiable achievement, e.g., optimized a distillation sequence reducing waste by 15%].

I am particularly drawn to [Company Name] because of your commitment to [Specific Company Value or Recent Project]. With my proficiency in [Software/Tools, e.g., ASPEN Plus, MATLAB, or AutoCAD] and my commitment to process safety and efficiency, I am confident in my ability to contribute to your technical operations immediately.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my skills in chemical engineering can support [Company Name].

Sincerely,

[Your Name]