

[Your Full Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: [Job Title / Position ID Number] - Referral by [Former Supervisor's Name]**

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

I am writing to express my interest in the [Job Title] position at [Company Name]. I was recently encouraged to apply for this role by [Former Supervisor's Name], who served as my direct supervisor during my tenure as a [Your Previous Title] at [Former Company Name].

During my time working under [Former Supervisor's Name], I focused on optimizing complex systems and improving operational efficiency. My background in industrial engineering has equipped me with a robust toolkit in [mention 2-3 specific skills, e.g., Lean Six Sigma, supply chain logistics, or facility layout design]. [Former Supervisor's Name] can attest to my ability to [mention a key achievement, e.g., reduce cycle times by 15% or implement ergonomic workplace solutions].

I am particularly drawn to [Company Name] because of your recent initiatives in [mention a specific company project or industry trend]. I am confident that my technical skills in data analysis and process integration will allow me to contribute immediately to the [Specific Department Name] team.

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 experience aligns with the needs of your engineering department.

Sincerely,

[Your Signature]

[Your Printed Name]