

[Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Office Address]

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

I am writing to express my interest in the Principal Consultant position at [Organization Name], as recommended to me by [Referral Name], [Referral Title/Relationship]. Having followed [Organization Name]'s recent initiatives in [Industry/Specialization], I am eager to contribute my [Number] years of strategic advisory and leadership experience to your team.

In my recent capacity as [Current/Previous Job Title], I have specialized in delivering high-impact solutions for complex business challenges. My background aligns closely with the requirements of this role, particularly in:

- **[Key Competency 1]:** [Briefly describe a high-level achievement or methodology].
- **[Key Competency 2]:** [Briefly describe a high-level achievement or methodology].
- **[Key Competency 3]:** [Briefly describe a high-level achievement or methodology].

[Referral Name] suggested that my approach to [Specific Process or Problem Solving] would be a strong cultural and technical fit for your current objectives regarding [Specific Company Goal or Project]. I have a proven track record of managing multi-million dollar portfolios and leading cross-functional teams to achieve sustainable growth.

I look forward to the possibility of discussing how my strategic vision and consulting expertise can support [Organization Name]'s continued success. Thank you for your time and consideration.

Sincerely,

[Full Name]