

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Title],

I am writing to express my interest in the [Job Title] position at [Company Name]. I was encouraged to apply for this role by [Referrer's Name], who currently serves as [Referrer's Job Title] within your [Department Name] department.

Through my conversations with [Referrer's Name], I have gained insight into [Company Name]'s commitment to [Specific Company Value or Project]. With my background in [Your Field/Industry] and my experience in [Key Skill/Achievement], I am confident that I can contribute effectively to your team's goals.

In my previous role at [Previous Company], I successfully [Describe a Major Achievement Related to the New Role]. I am eager to bring this same level of dedication and technical proficiency to [Company Name].

I have attached my resume for your review and look forward to the possibility of discussing how my skills align with the needs of your team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]