

[Your Name]  
[Your Professional Title]  
[Your Phone Number]  
[Your Email]

[Date]

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

Dear [Hiring Manager Name/Title],

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

Having worked closely with [Referrer Name] in the [Industry Name] sector, they suggested that my background in [Specific Skill/Area] would be a strong match for your team's current goals. My experience at [Your Current/Previous Company] has allowed me to develop a deep understanding of [Key Industry Challenge or Process], resulting in [Specific Achievement or Metric].

I have long admired [Company Name]'s reputation for [Specific Company Value or Recent Project]. I am confident that my technical proficiency in [Technical Skill] and my collaborative approach would allow me to contribute immediately to your objectives.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills can support [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]