

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]

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 speaking with [Mutual Friend's Full Name], who mentioned this opening and suggested that my background in [Industry/Skillset] would be a strong fit for your team.

As a [Current Professional Title] with [Number] years of experience, I have developed a deep expertise in [Key Skill 1] and [Key Skill 2]. In my previous role at [Previous Company], I successfully [Achievement or Project], which resulted in [Quantifiable Result]. I have long admired [Company Name]'s commitment to [Company Value or Mission], and I am eager to apply my technical skills to help your team achieve its goals regarding [Specific Department Objective].

[Mutual Friend's Name] has spoken highly of the collaborative culture at [Company Name], which aligns perfectly with my preferred professional environment. I am confident that my ability to [Specific Ability] would make me a valuable asset to your organization.

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 can benefit [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]