

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager's Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Last Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. I was encouraged to reach out regarding this opportunity by [Referral Name], who is currently a [Referral's Job Title] at your organization.

[Referral Name] has spoken highly of the innovative culture at [Company Name] and suggested that my background in [Your Core Expertise/Industry] would be a strong match for your team's current objectives.

In my previous role at [Current or Most Recent Company], I successfully [Action/Achievement], which resulted in [Quantifiable Result]. I am confident that my technical skills in [Skill 1] and [Skill 2], combined with my ability to [Relevant Soft Skill], would allow me to contribute immediately to [Specific Department or Project Mentioned by Referral].

I have attached my resume for your review and would welcome the opportunity to discuss how my experiences align with the needs of the [Job Title] role. Thank you for your time and consideration.

Best regards,

[Your Signature/Name]