

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referral Name], who is currently a [Referral's Job Title] within your [Department Name] department.

Having worked closely with [Referral Name] at [Previous Company/Context], they suggested that my background in [Specific Skill or Industry] would be a strong fit for the culture and goals of [Company Name]. My experience includes [Number] years of [Key Responsibility], where I successfully [Major Achievement].

I have long admired [Company Name]'s commitment to [Company Value or Mission]. I am confident that my technical proficiency in [Skill 1] and [Skill 2], combined with my ability to [Soft Skill], will allow me to contribute immediately to your team's success.

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 skills can support the [Department Name] team.

Sincerely,

[Your Signature]

[Your Printed Name]