

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Portfolio]

[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]. I was encouraged to reach out regarding this opportunity by [Referrer's Name], with whom I have been [nature of social connection, e.g., a close colleague/friend/acquaintance] for [number] years.

[Referrer's Name] spoke very highly of the team culture and the innovative work being done at [Company Name], particularly regarding [specific project or company value]. Given my background in [Your Expertise] and my experience in [Previous Achievement], I believe I would be a strong addition to your department.

Throughout my career, I have focused on [Key Skill or Goal]. My ability to [Specific Skill] has allowed me to [Specific Result], and I am eager to bring this same level of dedication to the [Department Name] team.

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

Best regards,

[Your Signature]

[Your Typed Name]