

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Portfolio/GitHub/LinkedIn URL]

[Date]

[Hiring Manager Name]
[Department Name]
[Company Name]

Re: Application for [Exact Job Title] - Referred by [Referrer's Name]

Dear [Hiring Manager Name],

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

With a background in [Your Degree or Specialization] and [Number] years of experience building scalable machine learning systems, I have followed [Company Name]'s advancements in [Specific Company Product or Research Area]. My expertise lies in [Key Skill 1, e.g., Neural Network Architecture], [Key Skill 2, e.g., MLOps Pipeline Automation], and [Key Skill 3, e.g., Natural Language Processing].

In my previous role at [Previous Company], I successfully [Briefly describe a specific ML achievement, e.g., improved model accuracy by X% or reduced inference latency by Y ms]. I am particularly drawn to this role because of [Company Name]'s commitment to [Specific Company Mission or Technical Challenge], and I am confident that my technical proficiency in [Specific Tools/Frameworks, e.g., PyTorch, TensorFlow, or Kubernetes] aligns with the goals of your engineering team.

I have attached my resume for your review and look forward to the possibility of discussing how my technical background can contribute to the continued innovation at [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]