

[Your Name]

[Your Phone Number]

[Your Email]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

RE: Application for [Exact Job Title] - Referred by [Referral Name]

Dear [Hiring Manager Name/Title],

I am writing to express my interest in the [Job Title] position within the Corporate Strategy & Business Development team at [Company Name]. I was encouraged to apply for this role by [Referral Name], [Referral's Title] at your firm, who highlighted the team's current focus on [Specific Strategic Initiative/Market Expansion].

With a background in [Industry/Function] and expertise in [Key Skill: e.g., M&A, Market Entry, or Financial Modeling], I have consistently identified and executed growth opportunities that align with long-term enterprise goals. At [Previous Company], I was responsible for [Major Achievement/Project], which resulted in [Quantifiable Metric: e.g., % increase in revenue or \$ valuation]. I am confident that my ability to synthesize complex data into actionable strategic frameworks will allow me to contribute immediately to [Company Name]'s objectives.

I am particularly drawn to [Company Name] because of your recent [Specific Company News, Product Launch, or Strategic Pivot]. My experience in [Relevant Niche] aligns directly with the challenges and opportunities presented by this evolution.

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 strategic background can support [Company Name]'s continued expansion.

Sincerely,

[Your Name]