

**[Your Full Name]**  
[Your Phone Number]  
[Your Email Address]  
[LinkedIn Profile URL]

[Date]

**[Hiring Manager Name]**  
[Title]  
[Company Name]  
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the Business Systems Consultant position at [Company Name]. **[Referral Name]**, who is currently a [Referral's Title] at your organization, suggested I reach out regarding this role based on my background in optimizing enterprise workflows and technical architecture.

With [Number] years of experience bridging the gap between business needs and technological solutions, I have a proven track record of delivering scalable systems. At [Current/Previous Company], I recently led a project to [mention a major project or system implementation], which resulted in a [Percentage/Dollar Amount] increase in operational efficiency. I specialize in [Key Skill 1: e.g., ERP implementation], [Key Skill 2: e.g., CRM integration], and [Key Skill 3: e.g., Data Migration].

I have long admired [Company Name]'s approach to [mention a specific company achievement or value]. My objective is to apply my expertise in [Specific Technical Area] to help your team streamline internal processes and improve ROI on technology investments.

I would appreciate the opportunity to discuss how my consulting background aligns with the goals of your systems team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]