

[Your Name]
[Your Professional Title]
[Phone Number] | [Email Address]
[Portfolio Link / LinkedIn]

[Date]

[Hiring Manager Name]
[Title]
[Department of Strategic Communication]
[Organization Name]

RE: Referral for [Job Title] - [Job ID #, if applicable]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Organization Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having followed [Organization Name]'s recent initiatives in [specific campaign or industry niche], I am eager to contribute my expertise in narrative development and stakeholder engagement to your team.

Currently, as a [Current Title] at [Current Employer], I specialize in aligning multi-channel messaging with long-term organizational goals. My background in [Key Skill 1, e.g., Crisis Management] and [Key Skill 2, e.g., Digital Advocacy] has allowed me to consistently deliver measurable results, including [Brief mention of a high-level metric or achievement].

I am particularly drawn to [Organization Name]'s commitment to [Value or Mission], and I am confident that my strategic approach to [Specific Communication Area] would serve your upcoming objectives. [Referral Name] spoke highly of your department's innovative culture, and I believe my collaborative style would be a strong fit for your current team dynamics.

Thank you for your time and for considering my application. I have attached my resume and portfolio for your review and look forward to the possibility of discussing how my background aligns with the needs of [Organization Name].

Sincerely,

[Your Signature]

[Your Printed Name]