

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager's Name]

[Hiring Manager's Title]

[Company Name]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at [Company Name], as recommended to me by [Referral Name], who is currently a [Referral's Job Title] at your organization. Having followed [Company Name]'s recent initiatives in [Specific Industry/Project], I am eager to apply my expertise in process optimization and business systems analysis to your team.

During my tenure at [Previous Company], I specialized in identifying operational bottlenecks and implementing data-driven solutions. My background in [Specific Methodology, e.g., Lean Six Sigma, Agile, or BPMN] allowed me to lead projects that resulted in a [Percentage/Metric] increase in departmental efficiency. I am confident that my ability to bridge the gap between technical requirements and business objectives will be an asset to your current workflow.

I am particularly drawn to [Company Name] because of your commitment to [Specific Company Value or Recent Achievement]. I look forward to the possibility of discussing how my analytical skills and experience with [Specific Software/Tool] can help streamline your internal processes.

Thank you for your time and consideration. I have attached my resume for your review and look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]