

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Position Title] position at [Company Name] as advertised on [where you found the job posting]. I was referred to this opportunity by [Reference Name], [Reference Position/Relationship], who spoke highly of your team and the innovative work being done at your organization.

With a background in [relevant field or industry] and [X years] of experience in similar roles, I am confident in my ability to contribute effectively to your team. My expertise in [list relevant skills or experiences], coupled with my proven track record at [previous company or relevant achievement], would enable me to make a positive impact at [Company Name].

I am particularly drawn to [mention specific aspect of the company or role that excites you], and I am eager to bring my dedication and enthusiasm to your esteemed company. I have attached my resume for your review and would welcome the opportunity to discuss my qualifications further during an interview.

Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am available at your convenience for any additional information you may require.

Sincerely,
[Your Name]