

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at [Company Name], as advertised on [where you found the posting]. I have long admired [Company Name] for its commitment to [briefly state one or two company values, products, or achievements that inspire you].

I was especially excited to learn about this opportunity through my current colleague, [Current Employee's Name], who has spoken very highly of the company's culture and team environment. As [his/her/their] coworker in [describe relationship, e.g., the Marketing Department at Previous Company or current project], I have seen firsthand the high standards of excellence and collaboration that [Company Name] upholds. [Employee Name] has kindly offered to be a reference and encouraged me to pursue this opportunity, believing that my skills in [relevant skills/experience] would be a great fit for your team.

With [number of years] years of experience in [your field or industry], I have developed strong abilities in [list key strengths or experiences relevant to the job]. At my current/previous role at [Your Current/Previous Company], I successfully [describe a key responsibility, project, or achievement]. I am confident that my background and passion for [industry/field] would allow me to contribute effectively to [Company Name].

I would appreciate the opportunity to further discuss how my experience and skills align with the goals of your team. Thank you very much for considering my application. Please feel free to contact [Current Employee's Name] for a direct reference regarding my qualifications and work ethic. I look forward to the possibility of contributing to the continued success of [Company Name].

Sincerely,

[Your Name]