

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 strong interest in the [Job Title] position listed on [Where You Found the Job Posting] at [Company Name]. I was referred to this opportunity by [Referrer's Name], a valued member of your [Department/Team], who spoke highly of the company culture and the exciting challenges within your organization. I believe my skills and experiences align well with the requirements of this role and position me as a strong candidate.

With [number] years of experience in [your professional area or industry], I have developed expertise in [key skills or responsibilities relevant to the position]. At [Your Previous Company], I [describe a significant achievement or responsibility that relates to the new job], which has prepared me to contribute effectively to your team.

[Referrer's Name] has shared insights into the collaborative and innovative environment at [Company Name], which strongly appeals to me. The opportunity to have a tangible impact while working alongside talented professionals makes this position particularly exciting. I am confident that my background in [mention relevant skills, technologies, or soft skills] will enable me to add value to your organization, just as [Referrer's Name] has.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further and learn more about how I can contribute to [Company Name]. Please find my resume attached for additional details. I look forward to the possibility of speaking with you soon.

Sincerely,

[Your Name]