

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

[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 [Job Title] position at [Company Name]. I was excited to learn about this opportunity from [Manager's Name], who is currently the [Manager's Position] at your organization. [Manager's Name] has spoken highly of the team and encouraged me to apply, believing that my background and skills would be a valuable addition to your department.

With a strong foundation in [briefly mention relevant field or skills], I have developed expertise in [list key skills or areas of experience directly related to the position]. My recent experience at [Current/Most Recent Company] as [Your Current/Most Recent Job Title] enabled me to [describe a significant achievement or responsibility], demonstrating my ability to produce results and contribute effectively in fast-paced environments.

Beyond my technical abilities, I am recognized for my collaborative approach and commitment to professional growth-qualities that [Manager's Name] felt aligned well with the culture and values at [Company Name]. My enthusiasm for [specific industry or field] and my passion for [briefly mention an aspect of the company or its mission] further motivate me to pursue this opportunity. I am confident that my skills and drive to succeed will allow me to make an immediate and positive impact on your team.

I would welcome the opportunity to discuss how my qualifications and [Manager's Name]'s referral make me a strong candidate for the [Job Title] position. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am available for an interview at your earliest convenience.

Sincerely,
[Your Name]