

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. I was referred to this opportunity by my friend, [Referral Friend's Name], who is currently a [Referral's Job Title or Department] at your company. [Referral Friend's Name] spoke highly of [Company Name]'s culture and suggested that my experience and skills would be a great fit for your team.

In my previous role at [Your Previous Company], I gained extensive experience in [briefly mention relevant skills or experiences, e.g., project management, customer service, or technical skills]. Specifically, I have successfully [describe a recent achievement or responsibility related to the role], which aligns with the requirements outlined in the job posting.

I am particularly drawn to [Company Name] because of [briefly mention what you admire about the company or position]. I am confident that my background and [skill or quality] will allow me to make a valuable contribution to your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company Name]'s ongoing success. Please feel free to contact me at your earliest convenience to schedule an interview.

Sincerely,
[Your Name]