YOUR NAME HERE

Street Address

City, State, Zip Code

Email | Phone Number

DATE

Hiring Manager Name

Company Name

Street Address

City, State, Zip Code

Dear ()hiring manager name here),

My name is your name). [Referral name) [Referral name's job title], suggested that I

reach out regarding the [job title) position that company name) is looking to fill.

[Referral name) flagged this opportunity for me upon realizing that my (industry]

experience aligns seamlessly with the qualifications for the opportunity at hand.

After working as a (current job title) for a [industry] company for (number) years, I am

ready to transition into a position that presents an exciting new set of challenges.

While my time at [current company] has led me to career milestones such as

(milestone/achievement #1), (milestone/achievement #2), and

(milestone/achievement #3], I'm excited by company name)'s need for [business

need #1] and [business need #2].

I feel confident that my ability to (skill #1] and [skill #2] would enable me to ramp up

quickly in this position so that I could begin making an impact as soon as possible.

For more information regarding my qualifications, see my attached resume. I would

greatly appreciate an opportunity to discuss this position in more detail. Thank you for

considering my application.

Sincerely,

[your name here]