[Your Name]

[Street Address]

[City, ST ZIP Code]

[Phone]

[Email]

[Website]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[Address 2]

[City, ST ZIP Code]

Dear [Recipient Name]:

[Name of reference] suggested I contact you regarding the open [job title] position.

As you will see from the enclosed resume, my education and professional experience make me an excellent candidate for the position. I have more than [number] years of experience in the field of [area of expertise], with a consistent track record of promotions and increased responsibilities.

I am eager to put my expertise in [area of expertise], my proven commitment to excellence, and my strong communication skills to work for a team like yours at [Company Name].

I will follow-up with you on [date] in the hope of scheduling an interview, but please feel free to contact me in the meantime at [phone number] or [email].

Thank you very much for your consideration.

Best regards,

[Your Name]

[Enclosure]