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| Subject Line: Letter of Introduction and Job Inquiry – [Your Name] |

Dear [Contact Name],

Thank you for taking the time to consider my job inquiry. I have been following your company for several years now, and have been impressed with its growth and innovative success.

I’ve been employed in the [company’s industry] industry for [number of years] years now, and am currently interested in applying my skills and experience in new and creative ways. I believe that my unique skill set can be of real value to [company name], and help to fuel its continued success for years to come.

I have been employed as a [job title or titles] for more than [number of years] years. Over the course of my career, I have consistently strived to advance company goals, increase productivity, and enhance the work environment. In my current job, I have successfully overseen {list one or two specific accomplishments that have improved the company]. I am hopeful that I can bring those types of benefits to your firm as well.

It would be my great honor to meet with you to discuss potential job openings at [company name] and how my skills might benefit the firm. I am prepared to provide any other details you might need in anticipation of such a visit.

I eagerly look forward to your response.

Sincerely,

You’re Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LinkedIn Profile URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_