

[Your Name]

[you@example.com] · [City, Country] · [portfolio or LinkedIn URL]

[Date]

[Hiring Manager's Name]

[Their Title]

[Company Name]

[City, Country]

Dear [Hiring Manager's Name],

[Name the role you're applying for.] [Then the reason you're writing: one specific thing this company published, shipped or announced, and why it caught your attention. Not a compliment — a bridge to what you do.]

[The claim that matters most for this role.] [What you did, where, and the number it moved: how much, how many, how fast.]

[The second claim, chosen for this job rather than copied off your resume.] [The scale it ran at, or the problem it removed.] [One line on why this company in particular, if you have something real to say.]

[One low-friction ask: twenty minutes, a call, a reply.] [Say your resume is attached, and stop.]

Best regards,

[Your Name]