Your first and last name:

Your address:

Your contact number:

Your email:

Date:

Dear Ms/Mr. [insert name]

My colleague [insert name] recommended I contact you to find out if you had any recommendations regarding employment in the [insert industry name]. I am currently employed at [insert company name] as an [insert job title] and have been with the company for [insert number of months/years].

I have attached my resume and would appreciate it if you could review it at your earliest convenience. I would be grateful for any advice or referrals regarding my employment search.

Thank you for consideration. I look forward to hearing from you.

Regards,

[Insert name]