

[[DATE]]

[[HIRING MANAGER NAME]]

[[COMPANY NAME]]

[[COMPANY ADDRESS (optional)]]

Re: **[[ROLE TITLE]]** (Job ID: **[[ID, optional]]**)

Dear [[HIRING MANAGER NAME]],

[[HOOK — name the product/initiative and the specific need from the JD; then your one-line edge.]]

- **Impact** — [[metric]] by [[action]] (with [[tool/context]]).
- **Relevance** — [[tool/domain]] with [[key stakeholders]].
- **Scale** — Delivered [[N]] in [[T]]; supported [[scale]].
- **Speed** — Shipped [[X]] in [[timeframe]]; p50 cycle time [[Y]].
- **Reliability** — Improved [[SLA/SLO]] from [[A]] to [[B]].

I'd welcome a chance to discuss how I can help [[TEAM]] achieve [[target]]. Thank you for your time.

Sincerely,

[[YOUR NAME]]

[[PHONE]] · [[EMAIL]] · [[LINKEDIN URL]]