Subject: Excited about the \_\_\_\_\_\_\_ opportunity!

Dear Hiring Manager,

My name is \_\_\_\_\_\_\_\_\_. I recently applied for the \_\_\_\_\_\_\_\_ opening, but I also wanted to personally introduce myself to you. I have a strong background in \_\_\_\_\_\_, \_\_\_\_\_\_ and \_\_\_\_\_\_, and this appears to be an excellent match to the qualifications you are looking for!

I'm very interested in the opportunity and have confidence that I can truly add value to the organization’s short- and long-term goals.

I recognize you may not yet be at the interview stage; however, I am more than happy to answer any preliminary questions you may have, and I can be reached at \_\_\_\_\_\_. I’m looking forward to speaking with you about the role and my qualifications.

Sincerely, \_\_\_\_\_\_\_\_\_