

Subject: Seeking Assistance for Suitable Job Opportunity & Referral

Dear [HR's Name],

I hope this message finds you well.

My name is [Your Full Name], and I am writing to seek your assistance in finding a suitable job opportunity within your organization that aligns with my skills and experience. I am confident that I would be a valuable addition to the team, as I bring strong work ethics, a positive attitude, and a collaborative spirit to every project I undertake.

I have [briefly mention your relevant experience – e.g., “over 8 years of experience in project management and business analysis within the financial services sector”], and I take pride in being a reliable team player with a proven track record of delivering results.

I would greatly appreciate it if you could let me know of any relevant openings that match my profile. If possible, I would also be grateful for a referral for the same.

Please find my resume attached for your reference. I would be happy to provide any additional details if needed.

Thank you for your time and consideration.

Warm regards,

[Your Full Name]

[Your LinkedIn Profile Link] (optional)

[Contact Number]

[Email Address]