Dear [NAME],

My name is [YOUR NAME] and I found your information on [HOW YOU FOUND THE INFORMATION]. I am currently seeking a new opportunity to sharpen my skills and gain experience in [SKILL] and [SKILL]. As of right now, I work for [COMPANY NAME] as a [POSITION], however, I am interested in applying for the open position of [POSITION] at your company. I think I could offer this organization [VALUE].

I'd love the opportunity to discuss the opportunity over [PHONE, COFFEE, EMAIL, ETC.]. I am available [YOUR AVAILABILITY].

Please let me know if you are available to discuss this position further. I am willing to work around your schedule.

Thank you for your consideration.

Sincerely,

[YOUR NAME]