

Cover Letter Sample (Including Referral) for Remote Work

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as listed on your careers page. I was referred to this opportunity by [Referral's Name], who spoke highly of your company's supportive remote culture and commitment to innovation. Their positive experience motivated me to apply and highlight how my skills and work style align with your team.

With [X] years of experience working remotely in [Your Industry/Relevant Field], I have honed the communication and time management skills essential for success in distributed teams. In my previous role at [Previous Company], I consistently delivered projects ahead of deadlines by leveraging digital collaboration tools, proactive status reporting, and self-motivation to drive productivity from a home office environment.

My ability to adapt to evolving technologies, maintain clear and timely communication across time zones, and work independently has been repeatedly recognized by my supervisors. I am particularly excited by [Company Name]'s mission and remote-first philosophy, and I am confident that my self-driven approach and commitment to excellence will contribute to your ongoing success.

Thank you for considering my application. I would welcome the chance to discuss how my background and [Referral's Name]'s endorsement can benefit your team. Please let me know if you would like any additional information or to arrange an interview.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]