

Cover Letter Template: Including Referral from Networking Contact

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Position Title] position at [Company Name], as advertised on [where you found the job posting]. I was excited to learn about this opportunity from [Referral's Name], who is a [relationship, e.g., colleague, mentor, current employee] at [Company Name]. [Referral's Name] spoke highly of your organization's innovative culture and thought that my skills and background would be a great fit for your team.

With a background in [your field or profession], I have developed expertise in [two or three skills or areas relevant to the job]. In my previous role at [Previous Company], I [describe a relevant achievement or responsibility], which has prepared me to excel in the [Position Title] role at [Company Name].

What excites me most about joining [Company Name] is [mention something specific about the company or its projects/mission that attracts you]. I am confident that my experience and passion would allow me to contribute meaningfully to your team, just as [Referral's Name] suggested.

I have attached my resume for your review and welcome the opportunity to further discuss how my skills and background can contribute to the continued success of [Company Name]. Thank you for considering my application. I look forward to connecting with you soon.

Sincerely,
[Your Name]