

Cover Letter Template: Reference to Company Referral Program

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] role at [Company Name], as advertised on [where you found the job posting]. I was excited to learn about this opportunity through [Referral's Name], who is part of your [Department/Team Name] and referred me via your company's Employee Referral Program.

[Referral's Name] has shared valuable insights into the dynamic culture and commitment to excellence at [Company Name], which has further inspired me to join your organization. I believe that my skills in [briefly mention relevant skills or experience] align well with your team's needs, and I am eager to contribute to the continued success and innovation at [Company Name].

My background in [brief mention professional background or relevant experience] has equipped me with the ability to [mention how your background relates to the job or organization]. I am particularly drawn to [Company Name]'s mission of [mention a company value or mission], and I am confident that my collaborative and results-oriented approach would make me a valuable asset to your team.

Thank you for considering my application. I am enthusiastic about the chance to further discuss my fit for this position and how I can contribute to the goals of [Company Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]