

Cover Letter Sample: Mentioning Referral by Manager

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

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

Dear [Recipient's Name],

I am excited to submit my application for the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. I was referred to this opportunity by my current manager, [Manager's Name], who encouraged me to apply after highlighting my alignment with your team's goals and culture. [Manager's Name] has been a guiding force throughout my career, and their recommendation to pursue this role has further strengthened my enthusiasm and confidence in making this transition.

During my time at [Current Company], I have honed my skills in [relevant skills or responsibilities], consistently delivering results that exceed expectations. Under [Manager's Name]'s leadership, I led several key projects such as [specific accomplishment or project], which not only improved our processes but also contributed to a [quantifiable outcome, if possible]. My ability to [key skill relevant to the new position] has been noted by both peers and supervisors, and I am eager to bring the same level of dedication and expertise to [Company Name].

What excites me most about this opportunity is [mention something specific about the company or role that interests you]. With the endorsement of [Manager's Name], I am confident in my ability to contribute positively to your team and help achieve [Company Name]'s mission and goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my professional background and my manager's endorsement can benefit your organization. Please find my resume attached for your review. I am available at your earliest convenience and can be reached at [Phone Number] or [Email Address].

Sincerely,
[Your Name]