

Cover Letter Sample with Referral for Career Change

This **cover letter sample with referral for career change** demonstrates how to effectively leverage a professional connection to enhance your application when transitioning to a new industry or role. It highlights the importance of mentioning the referrer early, showcasing transferable skills, and expressing enthusiasm for the new career path, thereby increasing the chances of capturing the hiring manager's attention and securing an interview.

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am excited to submit my application for the [Position Title] at [Company Name], as referred by [Referrer's Name], who I have had the pleasure of working with at [Referrer's Company/Relationship Context]. [Referrer's Name] spoke highly of the innovative work environment at [Company Name] and encouraged me to apply, believing my skills and passion would make me a strong addition to your team.

Having built a solid foundation in [Your Previous Industry or Role], I am eager to transition into [Target Industry/Role]. In my previous role as [Previous Job Title] at [Previous Company], I developed robust skills in [Transferable Skill #1], [Transferable Skill #2], and [Transferable Skill #3]. For example, I successfully [brief example demonstrating transferable skill], which I believe aligns well with the needs of your team.

What excites me most about this opportunity at [Company Name] is the chance to bring my [relevant strength/skill] to a dynamic team and to contribute to [something specific about the company or role that you admire or are drawn to]. I am particularly drawn to [Company initiative, project, or value], which resonates with my own professional values and aspirations.

I am eager to bring a fresh perspective to your organization while leveraging my previous experiences to drive meaningful results in this new career direction. Thank you for considering my application. I hope to further discuss how my background and [Referrer's Name]'s recommendation make me an ideal fit for this role.

Sincerely,

[Your Name]