

Cover Letter Template: Referred by Company Insider

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

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my strong interest in the [Position Title] role at [Company Name], as advertised on [where you found the job posting]. I was delighted to learn about this opportunity through my connection with [Referrer's Name], who is a [Referrer's Title/Position] at your organization. [Referrer's Name] and I have worked together on [describe the relationship, e.g., projects at a previous company, academic collaborations, professional associations], and they kindly recommended that I apply for this position.

Through my conversations with [Referrer's Name], I have gained a deep appreciation for [Company Name]'s commitment to [mention a company value, mission, or project]. Their endorsement of both your culture and the exciting work being done by your team has further motivated me to pursue this role.

Throughout my career, I have developed strong skills in [mention relevant skills or areas of expertise], as demonstrated during my time at [Previous Company/Organization], where I [describe an accomplishment or responsibility that relates to the desired position]. I am confident that my proven ability to [mention a key requirement from the job posting] would allow me to contribute effectively to [Company Name]'s ongoing success.

I am eager to bring my experience, passion, and dedication to [Company Name], and I believe that my background aligns well with your team's needs. Thank you for considering my application. I would welcome the opportunity to further discuss my qualifications and how I can add value to your organization.

Sincerely,
[Your Name]