

Cover Letter Template: Addressing Referral for Specific Job Position

[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 writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. I was referred to this opportunity by [Referral Name], who is a [Referral's Position] at your company. [Referral Name] spoke highly of [Company Name]'s culture and commitment to excellence, which has further increased my desire to join your team.

With my background in [Your Professional Field/Industry] and my experience in [Relevant Skills or Achievements], I am confident I would make a valuable contribution to your team. My [briefly mention a key qualification or success relevant to the job] aligns well with the requirements for this position. During my time at [Previous Company/Organization], I [describe an achievement or responsibility related to the desired job].

[Referral Name] believes my [mention specific skills or qualities that the referrer highlighted] would be a strong fit for your team, and I am excited about the possibility of contributing those abilities to [Company Name]. I am particularly drawn to [mention a project, initiative, or value of the company] and look forward to potentially being part of such an innovative organization.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further and learn more about how I can contribute to [Company Name]'s continued success. Please find my resume attached for your review.

Sincerely,
[Your Name]