

Cover Letter Sample with Employee Referral

123 Main Street
City, State ZIP Code
Email: your.email@example.com
Phone: (555) 123-4567
Date: June 15, 2024

Hiring Manager
Company Name
Company Address
City, State ZIP Code

Dear Hiring Manager,

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**, as advertised on your careers page. I was excited to learn about this opportunity from **[Employee Name]**, a current member of your **[Department Name]** team. **[Employee Name]** spoke highly of the company's culture and shared how my skills and experience closely align with the needs of your team, inspiring me to apply for the role.

With over **[X years]** of experience in **[Your Field/Industry]**, I have developed a solid foundation in **[mention relevant skills or responsibilities]**. In my previous role at **[Previous Company]**, I successfully **[describe an achievement or responsibility that relates to the new role]**. My commitment to excellence and passion for **[Industry/Job Function]** has driven consistent results, and I am eager to bring my expertise to **[Company Name]**.

[Employee Name]'s recommendation reinforced my belief that **[Company Name]** is a place where I can make a meaningful contribution while continuing to grow professionally. I am particularly impressed by your company's commitment to **[mention an aspect of the company or its values that you admire]**, and I am enthusiastic about the prospect of contributing to your team's ongoing success.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can benefit the **[Job Title]** role at **[Company Name]**. Please find my resume attached for more details about my experience.

Sincerely,
Your Name