

Cover Letter Sample: With Internal Referral Recommendation

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Your 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 [Job Title] position with [Company Name] as advertised on [Where You Found the Job Posting]. I was referred to this opportunity by [Referring Employee's Name], who is currently a [Referring Employee's Position] at [Company Name]. [Employee's First Name] and I previously worked together at [Previous Company or Project, if applicable], and they spoke highly of [Company Name]'s commitment to innovation and excellence.

With over [X years] of experience in [Your Professional Field or Area of Expertise], I have honed my abilities in [Relevant Skill #1], [Relevant Skill #2], and [Relevant Skill #3]. In my most recent role at [Current/Previous Company], I successfully [Briefly Describe a Relevant Accomplishment/Project]. This experience has equipped me with the skills necessary to contribute effectively to your team, especially in [Specific Area Related to the Job Posting].

[Employee's First Name]'s recommendation has reinforced my belief that [Company Name] is the ideal place for me to further my career. I am particularly drawn to your company's culture of [Describe a Value or Aspect Unique to the Company], and I am eager to bring my passion for [Your Profession/Industry] and commitment to excellence to your organization.

Thank you for considering my application. I would welcome the opportunity to discuss how my background and the recommendation from [Employee's First Name] make me an excellent fit for the [Job Title] role. I look forward to the possibility of contributing to your team and am happy to provide further information if needed.

Sincerely,
[Your Name]