

Sample Cover Letter Mentioning Referral by Current Employee

[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 interest in the [Job Title] position at [Company Name], as advertised on your careers page. I was excited to learn about this opportunity from [Referring Employee's Name], who is a current [Referring Employee's Job Title/Department] at your company and has spoken very highly of the team and company culture.

With over [number] years of experience in [your field/industry], I have developed strong skills in [key relevant skills or responsibilities], making me well-suited for this role. My background in [specific experience or expertise] aligns closely with the requirements outlined in your job description. At my previous position with [Previous Company Name], I successfully [mention a relevant achievement or responsibility], which has prepared me to contribute effectively to your team.

[Referring Employee's Name] has shared great insights about [Company Name]'s collaborative and innovative environment, and I am eager to bring my passion for [your area of expertise or industry] to your organization. I believe that my values and work ethic strongly align with the company culture that [Company Name] promotes, and I am excited about the prospect of working together with such dedicated professionals.

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and experience can benefit [Company Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]