

Cover Letter Sample Referencing Referral in First Paragraph

[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 writing to express my interest in the [Job Title] position at [Company Name]. I was excited to learn about this opportunity from **[Referrer's Name]**, who is a [referrer's relationship to you, e.g., "current Senior Analyst at your company" or "former colleague of mine"]. [Referrer's Name] spoke highly of both the company culture and the role, and after discussing my background and aspirations, encouraged me to apply as he/she/they believe(s) I would be a strong fit for your team.

With my background in [Your Relevant Experience/Skills], I have developed expertise in [specific area or task relevant to the position]. At my previous position with [Previous Company], I successfully [highlight a key achievement or responsibility], which reinforced my ability to [address a requirement from the job description].

I am particularly drawn to [Company Name] because of [reason you are interested in the company, such as mission, values, recent projects, etc.]. I am enthusiastic about the opportunity to contribute my skills and experiences to your team and help achieve [Company Name]'s goals.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can add value to [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule an interview.

Sincerely,
[Your Name]