

Formal Cover Letter Sample for Job Application with Reference

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 [where you found the job posting]. I was referred to this opportunity by [Referrer's Name], who is currently a/an [Referrer's Position, if relevant] at your company. Based on my background and experiences, I am confident in my ability to contribute effectively to your team.

As outlined in my resume, I hold a [relevant degree or certification] and have [number] years of experience in [relevant field or industry]. My background includes [briefly mention key skills, achievements, or relevant experiences]. I am particularly drawn to [Company Name] because of its commitment to [mention something notable about the company or its values].

[Referrer's Name] spoke highly of the dynamic and collaborative work environment at [Company Name]. I believe my experience in [specific skill or field] aligns well with the requirements of the position and will allow me to make a significant contribution to your team.

I would appreciate the opportunity to further discuss my qualifications with you. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am happy to provide any additional information needed.

Sincerely,

[Your Name]