

Sample Cover Letter for IT Job with Referral

[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 strong interest in the [Specific IT Position] at [Company Name], as advertised on [where you found the job posting]. I was excited to learn about this opportunity from [Referrer's Name], who is currently part of your [department/team]. [Referrer's Name] spoke highly of your innovative projects and recommended that I apply, given how well my experience aligns with your team's needs.

As an IT professional with over [X] years of experience in [specialization or relevant technologies, e.g., software development, network administration, cybersecurity], I have developed a solid background in designing, implementing, and maintaining cutting-edge solutions. At [Previous Company], I successfully [briefly mention an achievement relevant to the job, e.g., led a migration to cloud infrastructure that improved system efficiency by 30%]. My expertise in [mention key skills/technologies required for the job] positions me to contribute effectively to your ongoing and future initiatives.

I am particularly drawn to [Company Name]'s commitment to [mention a specific company value, project, or technology that interests you]. The opportunity to work in such an innovative environment, alongside talented professionals like [Referrer's Name], is truly motivating.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasm can benefit your team. Please let me know if you need any additional information; I would be delighted to provide it.

Sincerely,
[Your Name]