

This cover letter example with referral from a former colleague effectively highlights the candidate's qualifications while leveraging a trusted recommendation to enhance credibility. It demonstrates how incorporating a strong referral can personalize the application, establish immediate rapport with the employer, and increase the chances of securing an interview. By mentioning the colleague's endorsement within the introduction, the letter emphasizes professional connections and reinforces the candidate's suitability for the role.

Cover Letter Example

[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]. I was recently made aware of this exciting opportunity by my former colleague, [Colleague's Name], who is currently a [Colleague's Position] at your organization. Having worked closely with [Colleague's Name] for over [time period] at [Previous Company], I was delighted to learn more about your team and the impactful work you are doing.

During my tenure at [Previous Company], I collaborated with [Colleague's Name] on several high-profile projects, including [briefly describe a relevant project or achievement]. [He/She/They] spoke highly of the professional culture at [Company Name] and felt confident that my skills and strong work ethic would be an excellent match for your team.

My background in [your professional field or area of expertise], combined with my experience in [specific skill or responsibility relevant to the role], has prepared me well for this position. For example, in my most recent role at [Current or Previous Company], I [describe a key achievement or responsibility that aligns with the new job].

I am particularly drawn to [Company Name] because of your commitment to [mention a value, mission, or project of the company that resonates with you]. I am eager to bring my skills in [key skills] and my passion for [related interest] to your innovative team.

Thank you for considering my application. I would appreciate the opportunity to further discuss how I can contribute to the success of [Company Name]. Please find my resume attached for your review. I look forward to the possibility of speaking with you.

Sincerely,
[Your Name]