

# Cover Letter Sample for Internship 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 interest in the [Internship Position] at [Company Name] as advertised on [where you found the posting]. I was excited to learn about this opportunity from [Referral Name], who is currently a [Referral's Position] at your company. [He/She/They] spoke highly of your team's innovative work and recommended that I apply, believing my background and enthusiasm would be a great fit for your organization.

I am currently a [Your Current Education Status, e.g., sophomore majoring in Marketing at XYZ University], where I have developed strong analytical, communication, and project management skills. In my coursework and extracurricular experiences, I have had the opportunity to [briefly mention a relevant achievement or project]. This allowed me to further develop my [mention 1-2 relevant skills], which I am eager to bring to the [Company Name] internship program.

I am particularly drawn to [Company Name] because of your commitment to [mention a unique attribute or value about the company or its mission]. I am confident that my proactive approach and eagerness to learn will enable me to add value to your team.

I would greatly appreciate the opportunity to discuss how my background and interests align with the goals of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and learning from its esteemed professionals.

Sincerely,  
[Your Name]