

Cover Letter Template: Using a Professional 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 [Position Title] role at [Company Name], as advertised on [where you found the job posting]. I was excited to learn about this opportunity from [Referral Name], [Referral's Position/Relationship] at your company, who encouraged me to apply and kindly offered to refer me for the position.

With [number] years of experience in [your field/specialization], I have developed strong [relevant skills or areas of expertise], which I believe align well with the requirements of the [Position Title]. In my previous role at [Current/Previous Company], I successfully [briefly mention relevant achievements or responsibilities], demonstrating my ability to [connect your skills to the new role].

[Referral Name] spoke highly of your team's collaborative culture and commitment to [value or mission relevant to the company]. After learning more about [Company Name] and the [Position Title], I am confident that my background and passion for [industry or field] would allow me to contribute meaningfully to your organization.

I appreciate your consideration of my application. Thank you to [Referral Name] for the introduction and recommendation. I look forward to the opportunity to discuss how my skills and experiences can contribute to the continued success of [Company Name].

Sincerely,
[Your Name]