

Cover Letter Template with Internal 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 [Job Title] position at [Company Name], as advertised on [where you found the job]. I was excited to learn about this opportunity from [Internal Referrer's Name], who is a [Referrer's Job Title] at your company and a respected colleague of mine. Based on our conversations, I am convinced that my skills and experiences make me a great fit for your team.

Through my [X years] of experience in [Your Field/Industry], I have developed strong [mention relevant skills-e.g., project management, technical expertise, communication abilities]. At [Your Previous Company], I successfully [describe a significant achievement or responsibility], which honed my abilities and passion for [industry or role]. My background also aligns with the goals and values of [Company Name], particularly in [mention something specific about the company or position that excites you].

[Internal Referrer's Name] spoke highly of the company's culture and the team's dedication to excellence, further strengthening my enthusiasm for this position. I would welcome the opportunity to bring my [skills/experiences] to [Company Name] and contribute to your ongoing success.

Thank you for considering my application. I look forward to the possibility of discussing how my background, as well as my connection to [Internal Referrer's Name], can benefit your team. Please do not hesitate to contact me at [your phone number] or [your email address] to arrange an interview.

Sincerely,

[Your Name]