

Cover Letter Sample with Referral for Entry-Level Position

[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 posting]. I was excited to learn about this opportunity from [Referral Name], who is currently a [Referral's Position] at your company. [Referral Name] spoke highly of your team's collaborative culture and innovative projects and encouraged me to apply, believing that my skills and enthusiasm would be a strong fit for your organization.

As a recent graduate from [Your School] with a degree in [Your Degree], I have developed a solid foundation in [mention relevant skills or coursework]. My experience during my internship at [Previous Company/Organization] allowed me to gain hands-on experience in [related field or skill], where I honed my abilities in [specific tasks or technologies]. I am particularly drawn to [Company Name] because of your commitment to [specific company value, mission, or project], and I am eager to contribute my skills and dedication to your team.

I am enthusiastic about the opportunity to bring my attention to detail, adaptability, and eagerness to learn to [Company Name]. I appreciate [Referral Name] taking the time to connect me with your team, and I hope to further discuss how I can add value to your organization.

Thank you for considering my application. I look forward to the possibility of discussing my qualifications in further detail.

Sincerely,
[Your Name]