

Cover Letter Sample 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 excited to submit my application for the [Job Title] position at [Company Name]. I was referred to this opportunity by [Referrer's Name], who is a [Referrer's Job Title] at your company. [He/She/They] spoke highly of your team and encouraged me to apply, believing that my experience and skills would be a great fit for your needs.

With [number] years of experience in [your field/industry], I have honed my abilities in [mention relevant skills or areas of expertise]. At my previous position with [Previous Company Name], I successfully [describe a relevant achievement or responsibility], which aligns well with the requirements for this role at [Company Name].

I am particularly impressed by [mention something you admire about the company or its projects], and I am enthusiastic about the possibility of contributing to your team. My connection with [Referrer's Name] has provided me with valuable insights into your culture and expectations, and I am confident that my background will enable me to make a positive impact.

Thank you for your time and consideration. I have attached my resume for your review and would greatly appreciate the chance to discuss how my qualifications align with your needs. Please let me know if you require any additional information.

Sincerely,
[Your Name]