

Cover Letter Template with Referral from Manager

[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 referred to this opportunity by [Manager's Name], [Manager's Position], who is currently a part of your team. Having worked closely with [Manager's Name] at [Previous Company/Project/Department], I am excited to apply my skills and experience to contribute to your organization.

[Manager's Name] recommended that I apply for this role because of my proven ability in [relevant skill or experience], which directly aligns with the qualifications you are seeking for this position. In my previous role at [Previous Company], I successfully [describe relevant accomplishment or responsibility], demonstrating strong [key skills relevant to the job posting].

I am confident that my background and [Manager's Name]'s endorsement are a testament to my dedication and potential for success at [Company Name]. I am enthusiastic about the opportunity to further discuss how my qualifications can contribute to your team's success.

Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can add value to [Company Name].

Sincerely,

[Your Name]