

Cover Letter with Employee Reference

[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 strong 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 my colleague, [Employee's Name], who is a [Employee's Position] at your company. [Employee's Name] spoke highly of [Company Name]'s culture of innovation and teamwork, and their positive experiences further motivated me to apply.

With a background in [Your Field/Industry] and [number] years of experience in [mention relevant expertise or area], I have developed strong skills in [list key skills relevant to the position]. At my previous role at [Previous Company], I [describe a specific achievement or responsibility relevant to the job], which has equipped me to excel at [Company Name].

[Employee's Name] can attest to my dedication, collaborative mindset, and passion for delivering exceptional results. Their recommendation has encouraged me to pursue this role, as I am confident that my experience and values align well with your team's mission.

I am eager to contribute my skills and enthusiasm to [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing how I can add value to your team.

Sincerely,

[Your Name]