

# Referral Cover Letter

[Your Name]  
[City, State]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company Name]

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position at [Company Name], which I learned about through [Referrer's Full Name], who is currently working as [their job title]. They encouraged me to apply because my experience in [your field/skill] aligns well with your team's needs.

At [Previous Company], I gained hands-on experience in [responsibilities], where I achieved [accomplishment or result]. I developed strong skills in [skills related to job], which I believe will help me contribute effectively at [Company Name].

I respect [Referrer's Name] and value their recommendation, and I look forward to the opportunity to bring the same level of dedication to your team.

Thank you for considering my application. I look forward to speaking with you soon.

Sincerely,  
[Your Name]

