Referral Covering Letter

Your Name
Your Address
City, State, ZIP
Phone Number
Email
Date

Hiring Manager Name
Company Name
Company Address

Dear Hiring Manager,

I am writing to apply for the position at your company. I was referred to this role by [Referral Name], who suggested that I would be a strong fit based on my skills and work ethic. I appreciate their recommendation and would like to express my interest in joining your team.

In my past roles, I gained strong experience in teamwork, communication, and problem solving. I always try to maintain professionalism and complete my tasks with accuracy. I am confident that I can support your company's goals.

Thank you for considering my application. I would welcome the opportunity to discuss how my background and skills can contribute to your team.

Sincerely,
Your Name