

Template #4: Referral Cover Letter

YOUR NAME HERE
Street Address
City, State, Zip Code
Email | Phone Number

DATE

Hiring Manager Name
Company Name
Street Address
City, State, Zip Code

Dear [hiring manager name here],

My name is [your name]. [Referral name], [Referral name's job title], suggested that I reach out regarding the [job title] position that [company name] is looking to fill. [Referral name] flagged this opportunity for me upon realizing that my [industry] experience aligns seamlessly with the qualifications for the opportunity at hand.

After working as a [current job title] for a [industry] company for [number] years, I am ready to transition into a position that presents an exciting new set of challenges. While my time at [current company] has led me to career milestones such as [milestone/achievement #1], [milestone/achievement #2], and [milestone/achievement #3], I'm excited by [company name]'s need for [business need #1] and [business need #2].

I feel confident that my ability to [skill #1] and [skill #2] would enable me to ramp up quickly in this position so that I could begin making an impact as soon as possible.

For more information regarding my qualifications, see my attached resume. I would greatly appreciate an opportunity to discuss this position in more detail.

Thank you for considering my application.

Sincerely,
[your name here]

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M Mark



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