**Sample Referral Cover Letter**

[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 reaching out to apply for the [Job Title] position at [Company Name], following a recommendation from [Referrer’s Name], who is [mention how the referrer is connected to you, e.g., a former colleague, mentor, or industry contact]. [Referrer’s Name] spoke highly of your team and suggested that my background in [your field/industry] and expertise in [specific skills or experiences] would be an excellent match for the requirements of this role.

With a proven track record in [relevant job function or industry], I have successfully executed [briefly mention key projects, accomplishments, or responsibilities that align with the position]. For example, in my previous role at [Previous Company], I [mention a significant achievement or contribution that demonstrates your capabilities and success in your field]. My ability to [specific skills, such as problem-solving, leadership, or technical expertise] will allow me to hit the ground running and make meaningful contributions to your team.

What excites me about this opportunity at [Company Name] is your [mention a specific element of the company such as its commitment to innovation, growth, or specific projects]. I am confident that my expertise in [specific area] and my passion for [something related to the company or industry] will allow me to add substantial value.

Please find my CV attached for your review. I would appreciate the opportunity to meet and discuss how my skills and experiences align with the needs of your team. Thank you for considering my application, and I look forward to the opportunity to connect.

Sincerely,

[Your Name]