

Referral-Based Application

Subject: Application for [Job Title] - Referred by [Referrer's Name]

Dear [Hiring Manager's Name],

[Referrer's Name], [Referrer's Title] at [Company Name], suggested I reach out to you regarding the [Job Title] position currently posted on [Platform]. After learning more about the role and [Company Name]'s work in [industry/area], I am enthusiastic about the opportunity to contribute to your team. [Referrer's Name] and I [nature of relationship - worked together at, collaborated on, etc.], and they thought my background in [relevant area] would be a strong fit for what your team needs. They spoke highly of [Company Name]'s [specific aspect - culture, projects, team, values], which further confirmed my interest in this opportunity.

I bring [number] years of experience in [relevant field], with particular expertise in [specific areas]. At [Current/Recent Company], I [specific achievement with quantifiable results], which directly relates to the [specific requirement from job posting] mentioned in your posting. My ability to [relevant skill] combined with my experience in [another relevant area] positions me well to address the challenges outlined in the job description.

What particularly excites me about [Company Name] is [specific reason related to company]. This aligns with my own professional values and career goals, and I am eager to contribute to [specific aspect of company's mission or projects].

Beyond my technical qualifications, [Referrer's Name] can speak to my [personal qualities - work ethic, collaboration skills, problem-solving ability], which I understand are important to your team culture. I am confident that I would integrate well with your existing team while bringing valuable new perspectives.

I have attached my resume for your review and would welcome the opportunity to discuss this position further. Thank you for considering my application.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]

Get more templates here:

<https://www.lettersandtemplates.com/letters/cover-letter-in-response-to-ad-or-job-posting>