

# Employee Referral Cover Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere interest in the [Job Title] position at [Company Name], as referred to me by [Employee's Name], who is a valued member of your team. Having learned about the opening through this trusted source, I am excited to submit my application for the position.

[Optional: Add a brief introduction of your connection with the referring employee and your admiration for the company's work or achievements.]

With [number of years] years of experience in the [your field/industry], I have developed a strong foundation in [mention key skills or areas of expertise relevant to the job]. I believe that my background aligns well with the requirements of the [Job Title] role and would enable me to make valuable contributions to [Company Name].

Throughout my career, I have demonstrated a passion for [mention any specific projects or accomplishments that showcase your abilities]. My [mention a key trait or skill that sets you apart] has enabled me to [mention how it positively impacted your previous employer or projects].

What excites me most about the opportunity at [Company Name] is the company's commitment to [mention a specific aspect of the company's mission, values, or projects]. I am eager to join a team that is dedicated to [mention what inspires you about the company's goals or projects].

I am confident that my skills, experience, and dedication make me a strong fit for the [Job Title] position. I am excited about the possibility of contributing my talents to your team and helping [Company Name] achieve its objectives.

Thank you for considering my application. I have attached my resume for your review, which provides additional details about my professional background. I would be grateful for the opportunity to discuss how my skills can benefit [Company Name] in greater detail. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to schedule a convenient time to speak.

Once again, I express my gratitude to [Employee's Name] for recommending me for this opportunity. I look forward to the possibility of joining the [Company Name] team and contributing to its continued success.

Sincerely,

[Your Name]