

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Subject: Referral for [Job Title] - [Your Name] (via [Referrer Name])

Dear [Hiring Manager Name or "HR Team"],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. I was recently speaking with [Referrer Name], who is currently a [Referrer's Title] at your company, and they suggested that my background in [Key Skill/Industry] would make me an excellent fit for your team.

During my time at [Previous Company], I developed a deep expertise in [Relevant Skill 1] and [Relevant Skill 2]. My notable achievements include [Quantifiable Achievement], which aligns closely with [Company Name]'s current goal of [Specific Company Goal or Project].

[Referrer Name] has spoken very highly of your company culture and the innovative approach your team takes toward [Company Specialty]. I am eager to bring my unique perspective on [Specific Industry Topic] to help contribute to your continued success.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my experience can benefit [Company Name].

Sincerely,

[Your Signature/Printed Name]