

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile]

[Date]

[Recruiter Name]

[Agency/Company Name]

[Office Address]

Subject: Referral for [Job Title] - [Your Name]

Dear [Recruiter Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. I was referred to you by [Referrer Name], who suggested that my background in recruitment and talent acquisition would be a strong fit for your team's current needs.

With [Number] years of experience in full-cycle recruitment, I have developed a proven track record of sourcing high-caliber talent in the [Industry Name] sector. In my previous role at [Previous Company], I successfully reduced time-to-hire by [Percentage]% while maintaining a high quality-of-hire rating. My approach combines data-driven sourcing strategies with a candidate-centric focus to ensure a seamless onboarding experience.

I am particularly impressed by [Company Name]'s commitment to [Specific Company Value or Recent Achievement]. I am confident that my skills in [Skill 1], [Skill 2], and [Applicant Tracking Systems] would allow me to contribute immediately to your recruitment objectives.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my experience aligns with the goals of your recruitment team.

Sincerely,

[Your Signature]

[Your Printed Name]