

CoverCreate Template 1

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1. Template 1



# Cover Create

## Refferal Stock Letter

### BASIC INFO

(Your Name)

(Your Address)

(Your City, State, Zip Code)

(Your Phone)

(Your E-mail)

### COMPANY INFO

(Company Name)

(Company Address)

(Company City, State, Zip Code)

(Company Phone)

(Company E-mail)

(Date)

(Point of Contact Name)

(Point of Contact Title)

Dear  (Point of Contact Last Name):

I was recently made aware of a job opportunity at (Company Name) by (Person who referred you). I was excited to learn about this position because (position information most relevant to you).

I believe that I could be the perfect candidate for the position because (related job skills and experience).

Thank you for taking the time to go over my credentials,  
I hope to get the chance to meet with you soon.

(Sincerely yours, Yours Truly, Best Wishes)  
(Your Name)

