**Cover Letter with a Referral**

**[Your Address]**

**[City, State, ZIP Code]**

**[Your Email Address]**

**[Your Phone Number]**

**[Date]**

**[Employer's Name]**

**[Company Name]**

**[Company Address]**

**[City, State, ZIP Code]**

**Dear [Employer's Name],**

**I am writing to apply for the [Job Title] position at [Company Name], as recommended by [Referrer's Name], a valued member of your team. With a strong background in [mention relevant qualifications or experience], I am excited about the opportunity to contribute to your organization's continued success.**

**In my previous role at [Your Previous Company], I consistently [highlight key achievements] which demonstrate my ability to [mention key skills or qualities relevant to the job]. I am confident that my qualifications align perfectly with the requirements of the [Job Title] role at [Company Name].**

**Enclosed is my resume, and I am enthusiastic about the possibility of contributing to your organization's success. I look forward to discussing my qualifications in greater detail during an interview. Thank you for considering my application.**

**Sincerely,**

**[Your Name]**