

*Example of a cover letter which mentions a referral by someone. When you mention that you were referred for the job, mention who referred you by name and how you know them in your cover letter.

Subject: Referral from Rita Cullen

Cover Letter Mentioning a Referral by Someone

Name
Address
City, State, Zip
Phone
Email

Date

Name
Title
Company
Address
City, State, Zip

Dear Mr. Samuel,

I am writing to express my interest in the International Marketing position open at TechKnowledge, Inc. I am very familiar with your products, and would welcome the opportunity to speak with you about how I could help increase your international market share. My colleague Rita Cullen recommended that I contact you directly about this position. Jana and I have worked closely in the industry for many years, and she thought that I would be an excellent match for TechKnowledge.

My extensive experience marketing similar products internationally has given me an overall knowledge of the business, directly applicable to your interest in increasing sales abroad. In my previous position as International Marketing Manager with WeaselCo, I successfully increased our revenue in each of my territories by over 40% within my first year. In the six years I spent at WeaselCo, I helped to establish a market share in an additional ten countries, while increasing revenue and profits in all locations.

I believe that I am an excellent candidate for the position you have advertised, and would very much like the opportunity to meet with you discuss what I have to offer TechKnowledge, Inc.

Sincerely yours,

Jake Randerblast