**Cover Letter Example With a Referral**

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September 1, 2018

Raymond Maximillian
Sales Director
Rubymax, Inc.
123 Business Rd.
Business City, NY 54321

Dear Mr. Maximillian,

I am writing to express my interest in the International Sales position open at Rubymax, 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 presence.

My colleague Joe Smith recommended that I contact you directly about this position. Joe and I have worked closely in the industry for many years, and he thought that I would be a good match for Rubymax.

My ten years of experience marketing widgets internationally have given me an overall knowledge of the business, directly applicable to your interest in increasing sales abroad.

In my previous position as International Sales Rep with ZQR Company, I successfully increased our revenue in each of my territories by over 50 percent within my first year. In the five years I spent at ZQR, I helped to establish sales bases in an additional five countries, while continuing to increase revenue in all.

Please take the time to review my resume. 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 Rubymax, Inc. I truly appreciate your consideration.

Sincerely yours,

*Signature* (hard copy letter)

June Armour