**Referral cover letter examples**

**Example 1**

*“Dear Sarah Delgado,*  
  
  
*The Social Media Specialist position came highly recommended to me by Julie Simms, Community Outreach Manager at Company ABC. Julie and I worked together for several years while coordinating continued education events, and she believes my marketing experience and knack for engaging audiences will have a profound impact on the organization.”*

**Example 2**

*“Dear Joseph Carpenter,*  
  
  
*Justine Kelly suggested I contact you regarding the Customer Service Representative position at Company ABC. I met Justine last year when we volunteered together at a local mobile food bank. Working closely together allowed her to see my ability to genuinely connect with others, which is why she’s referred me to this role on your team.”*