

Professional Job Referral Email Template

Subject: Referral for [Position Title] - [Your Name]

Dear [Hiring Manager's Name],

I hope this email finds you well. I am writing to express my strong interest in the [Position Title] role at [Company Name]. [Referrer's Name], who works as [Referrer's Position] in your [Department], suggested I reach out directly as they believe my background aligns perfectly with your team's needs.

With [X years] of experience in [relevant field/industry], I have developed expertise in [2-3 key skills relevant to the role]. In my current position at [Current Company], I have successfully [specific achievement that relates to the new role]. [Referrer's Name] and I worked together on [specific project/context], where they witnessed firsthand my ability to [relevant skill/accomplishment].

I would welcome the opportunity to discuss how my experience in [relevant area] and passion for [relevant field/company mission] can contribute to your team's continued success. I have attached my resume for your review and would be happy to provide additional information or schedule a conversation at your convenience.

Thank you for considering my application. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]

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