

Executive Level Referral Letter Template

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

Dear [Hiring Manager/Board Member Name],

I am writing at the recommendation of [Referrer's Name], [Referrer's Title], who suggested I contact you regarding the [Position Title] opportunity at [Company Name]. Given the strategic nature of this role, I believe my executive experience and proven track record make me an ideal candidate.

Throughout my [X years] career, I have consistently delivered results in challenging environments.

As [Current/Recent Title] at [Company], I spearheaded [major initiative/transformation] that resulted in [quantifiable outcome]. My expertise spans [relevant areas], with particular strength in [specialized area relevant to new role].

[Referrer's Name] and I have worked together in [context - board, industry association, previous company], where they observed my approach to [relevant leadership challenge]. They specifically mentioned that my experience with [specific relevant experience] would be valuable for the challenges [Company Name] is currently facing.

I would appreciate the opportunity to discuss how my strategic vision and execution capabilities can contribute to [Company Name]'s continued growth and success. I am available for a confidential conversation at your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

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