

[YOUR NAME]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Referred by [Name]: [Role] application

Dear [Hiring Manager],

[Referrer's name], [title] on your [team], suggested I apply for the [Role] position. We worked together at [Company] for [X] years on [project], and [he/she] thought my experience with [skill] would help your team with [challenge].

In that role I [achievement with result], and I have since [second achievement]. The job post highlights [requirement], which I have done in [context].

[Referrer's name] can speak to my work, and I have also attached my CV. I would welcome the chance to talk about the role.

Best regards,

[Your Name]