

John B. Doe

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456 E First Avenue
Cityville, WA 00000

A Referral Cover Letter Sample

Date

Company 123
123 E Smith Way
Cityville, WA 00000

Attn: Ms. Jones

RE: Senior Accountant Position

Dear Ms. Jones:

I was referred to you by Paul Richardson, whom I met yesterday at the Smith & Smith Financial Planning seminar. Mr. Richardson shared with me that Company123 is in the process of reviewing applicants for a new Senior Accountant position. I have enclosed a summary of my qualifications for your review.

My experience in financial management of large and small companies, has helped me develop effective methods of evaluating potential business growth, meeting and often surpassing goals. At the request of a colleague, I recently volunteered to analyze the ledgers of a local nonprofit organization in order to identify effective cost-cutting strategies. Taking on challenges such as this is one way I enjoy honing my foundational skills at the same time as learning new ways of approaching difficult situations.

I would welcome the opportunity to meet with you to discuss this job opening. I will call next week to arrange for an interview. In the meantime, if you have any questions or if you would like references, please do not hesitate to call or email me. I look forward to speaking with you soon.

Very truly yours,

John Doe

Enc.