



## Referral Cover Letter Sample—

**Susan Jones**

5555 Lakewood Road  
Somewhere, MN 55555  
(555) 555-5555

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July 31, 200\_

Ms. Rhonda Leland  
Corporate Manager  
Do-It Corporation  
42 Industry Circle  
Somewhere Else, MN 55555

Dear Ms. Leland:

Mary Smith, Vice President of Marketing with Do-It Corporation, suggested that I contact you directly regarding my interest in an Administrative Assistant position with your organization. Although my resume is actively on file in Human Resources, Ms. Smith felt that you would want to be made aware of my unique qualifications and availability. Consequently, I have enclosed my resume for your consideration.

My background makes me a highly qualified Administrative Assistant with more than four years of experience serving executive management for a large manufacturing company. My qualifications include extensive PC experience with the software used at Do-It Corp. (PowerPoint, Excel and MS Office 200\_) proven customer service skills, itinerary planning and report writing.

I will be in your area on August 20, 200\_ (9:00 - 3:00), and would appreciate an opportunity to meet with you to discuss my qualifications in greater detail. I will plan to contact you to arrange a possible meeting time. Thank you for your time and consideration.

Sincerely,

Susan Jones

Enclosure

c: M. Smith



*Resumes and Cover Letters*