

REFERRAL COVER LETTER

Susan Jones
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July 31, 20__

Ms. Rhonda Leland
Corporate Manager
Doneright Corporation
42 Industry Circle
Somewhere Else, MN 55555

Dear Ms. Leland:

Mary Smith, Vice President of Marketing with Doneright 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. Enclosed is a copy of my resume for your consideration.

My solid background makes me a highly qualified Administrative Assistant. With more than four years of experience in executive management for a large manufacturing company, I have mastered the skills necessary to succeed at Doneright. My qualifications include extensive PC experience with the software used at Doneright Corp. (Microsoft Office Suite), proven customer service skills, itinerary planning and report writing.

I will be in your area on August 20, 20__, between 9 a.m. and 3 p.m., and would appreciate an opportunity to meet with you to discuss my qualifications in greater detail. I plan to contact you to arrange a possible meeting time.

Thank you for your time and consideration.

Sincerely,

Susan Jones
Enclosure
c: M. Smith