



Sample Cover Letter
Referral

Tony Individual
11 Anywhere Avenue
Smalltown, NY 10444
feedback@harlemonline.com
(212) 999-9999

October 15, 2004

John Nobody
Supervisor Office Management
Random House
209 West 50th Street
Somewhere, NY

Dear Mr. Nobody:

James Samuel at Pinkett Enterprises suggested I contact you in reference to the open Office Administrator position in your department. I worked with James last summer during my seasonal position as an Office Assistant at Pinkett Enterprises. I found the work to be stimulating and well suited to my skills and capabilities. James suggested that an excellent first step in my career would be a discussion with you.

Enclosed is my resume, which summarizes my experience and education. I may be reached via one of the options above to further discuss my qualifications. I look forward to hearing from you.

Thank you for your time and consideration.

Respectfully,

Tony Individual

Enclosure