



Sample Referral Letter

Date

Name, Title
Organization Name
Address
City, State, Zip

Salutation,

[Name of person doing the referral] of [Name of company or organization] suggested that I contact you regarding an employment opportunity.

I am currently [or was most recently] employed by [Name of Company or Organization] as [title of position]. In this position I was successful in conducting a strategic planning process, creating an organizational plan with metrics for measuring benchmarks, adjusting the internal flow chart and appropriate personnel to match. The result was increased financial stability, program efficiencies and morale.

Previous to that position, I was employed by several agencies that entrusted me with the job of fostering a consistent corporate culture, each of which rapidly promoted me to increased positions of authority and importance.

I am eager to discuss how I might help your organization achieve its goals.

I will be contacting you shortly in order to identify a mutually convenient time for a meeting.

Thank you for your time and consideration.

Sincerely,

[Name Under Signature]