# Contact Examples

When you’re applying for a job, it’s [always helpful to have a referral](https://www.thebalancecareers.com/how-to-ask-for-a-job-referral-2062989) from someone who has a contact at the company. Being able to mention a mutual acquaintance when writing to a hiring manager gives you an immediate connection and can help get your resume noticed.

Your cover letter is the ideal place to mention your referral’s name, and the context you know them in. Including a referral, if you have one, is one of the best ways to get your cover letter noticed - and read.

### **What to Include in the Letter**

Your cover letter should be written as a [formal business letter](https://www.thebalancecareers.com/how-to-format-a-business-letter-2062540), whether it’s sent as an attachment, via mail, or email. An attachment or mailed letter should begin with your contact information, the date, and the hiring manager’s contact information. An [email cover letter](https://www.thebalancecareers.com/tips-for-sending-email-cover-letters-2058491) should include the referral in the subject line of the message.

Begin your letter with a [salutation](https://www.thebalancecareers.com/cover-letter-salutation-2060313) followed by the hiring manager’s name. Mention your referral in the first paragraph of your cover letter, with a brief explanation of your connection.

You can then mention what interests you about the position, and why you’re qualified for the job. Make sure you thank the person for their time and consideration, and use an appropriate [cover letter closing](https://www.thebalancecareers.com/cover-letter-closing-examples-2060311), followed by your signature (for a printed letter) and typed full name. In an email, your contact information would follow your typed name.

Here are examples of cover letters which mention that you were referred by a contact.

June Armour

123 Main Street,

Perth, WA

0414 444 444

june.armour@email.com

September 1, 2019

Raymond Maximillian
Sales Director
Rubymax, Inc.
123 Business Rd.

Business City, WA

Dear Mr. Maximillian,

I am writing to express my interest in the Online Sales position open at Rubymax, Inc. I am very familiar with your products and would welcome the opportunity to speak with you about how I could help increase your National presence.

My colleague Joe Smith recommended that I contact you directly about this position. Joe and I have worked closely in the industry for many years, and he thought that I would be a good match for Rubymax.

My ten years of experience marketing widgets nationally has given me an overall knowledge of the business, directly applicable to your interest in increasing sales across all states.

In my previous position as Sales Rep with ZQR Company, I successfully increased our revenue in each of my territories by over 50 percent within my first year. In the five years I spent at ZQR, I helped to establish sales bases in an additional states and territories, while continuing to increase revenue in all.

Please take the time to review my resume. I believe that I am an excellent candidate for the position you have advertised, and would very much like the opportunity to meet with you discuss what I have to offer Rubymax, Inc. I truly appreciate your consideration.

Sincerely yours,

June Armour (signature hard copy letter)

June Armour

**Email**

**Subject:** Referred by Susan Greene

Dear Ms. Future,

I am writing to you in regard to the position of billing manager that you have posted on your company website. I worked with Susan Greene in the billing department of XYZ Enterprises for several years before taking a hiatus to raise my children.

When I mentioned I was returning to the workforce, she recommended I contact you about this position, as she felt that I would be an excellent fit for your organisation.

At XYZ, I worked closely with Susan to convert our billing system to handle the increase in sales volume the company was experiencing. I oversaw the seamless transition when our deliverables doubled in less than 6 months. I have successfully managed both small and large billing departments but am most comfortable in an environment like that at your company. I feel that my experience would be an asset to Bright Enterprises and would appreciate the opportunity to meet with you regarding the open position.

Thank you for your time and consideration. I look forward to hearing from you.

Regards,

Beth Maple
bethmaple@email.com
0500 555 555

Article by Alison Doyle, Updated December 14, 2018, The Balance Careers.