# REFERRED COVER LETTER

**Alex Example** 100 Example Road Example City, DC 202-555-0112 · alex@example.org

November 3, 2026

Jordan Lee Example Workplace Example City, DC

Dear Jordan Lee,

I am applying for the Program Associate position at Example Workplace. Sam Example (external careers counselor) referred me to this opportunity.

My area of experience is program evaluation. My work experience includes the role of Field Assistant at Past Employer. I tested a new evaluation method.

My relevant skills include analysis and public communication.

Your research on access to education interests me.

Thank you for considering my application. I can be reached at alex@example.org or 202-555-0112.

Sincerely,

Alex Example



Referred Cover Letter • Document.com • SAMPLE