

*If you send your cover via email, mention the referral in the subject line of your message:

***Subject:** Referred by Frank Simmons

Name
Address
City, State, Zip
Phone
Email

Date

Name
Title
Company
Address
City, State, Zip

Dear Mr. Big,

I am writing to express my interest in the International Sales position open at HeartCo, Inc. I am very familiar with your products, and would welcome the opportunity to speak with you about how I could help increase your International presence. My colleague Frank Simmons recommended that I contact you directly about this position. Frank and I have worked closely in the industry for many years, and he thought that I would be a good match for HeartCo.

My ten years of experience marketing widgets internationally have given me an overall knowledge of the business, directly applicable to your interest in increasing sales abroad. In my previous position as International Sales Rep with TrillTech, I successfully increased our revenue in each of my territories by over 50% within my first year. In the five years I spent at TrillTech, I helped to establish sales bases in an additional five countries, 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 HeartCo, Inc. I truly appreciate your consideration.

Sincerely yours,

Mae Hardcastle