

Referral Letter in Block Format*

1245 Panhandle Lane, Apt. #3
Egg Harbor Township, NJ 08111

February 12, 2016

Mr. Steven Jones, Manager
XYZ Company
2459 Palm Avenue
Los Angeles, CA 90046

Dear Mr. Jones,

A mutual business associate, Sally Smith, mentioned you had an opening in your Public Relations Department and suggested that I forward my resume to you. Ms. Smith also said you were looking for someone with excellent writing skills, public speaking experience and good interpersonal skills.

As a communications major, I have written numerous term papers over the past four years and have consistently received excellent grades and comments on my writing style. I am also the feature editor of my college newspaper. In terms of public speaking experience, as a campaign manager for two different student government candidates, I have spoken in front of groups ranging from five to fifty people. Additionally, I have worked as a volunteer organizing fundraisers for my college's alumni association.

I will be in your area during our Spring Break, March 10-14, and would like to meet with you that week to discuss how I can serve your company in increasing sales and market share. I will call next Thursday to schedule a convenient day and time for us to get together.

Thank you for your time and consideration.

Sincerely,

David Litton

Enclosure

*** Note that the writer has used the name of referring person in the first line to grab the reader's attention.**

The second paragraph gives the reader a brief account of experience not typically listed in a resume. This information is presented in the writer's own unique style and not as statistical information.