



Cover Letter Example Direct Referral

Director of Rehabilitation Services
University Medical Clinic
1234 Main Street
Anytown, USA 55555

Dear Director of Rehabilitation Services, *(If you have the name of the person, be sure to use it)*

I am contacting you at the urging of Mary Smith, your organization's Director of Environmental Services, to submit my resume for consideration for the position of Rehabilitation Services Supervisor.

As you can see from my resume, I possess the experience and education you are seeking in a qualified candidate. Through my 13 years with Wellness Medical Center I have gained valuable knowledge and experience working in a supervisory capacity. Although I enjoy my current position and employer very much, Mary has shared how wonderful your organization is and has expressed on numerous occasions how fortunate she is to be part of the University Medical Clinic family. I have also had the opportunity to review your organization's web site and feel based on your mission statement, that your organization possesses a vision that fits well with my career goals.

I would be very interested in meeting with you to further discuss my credentials and how my education and experience can be of benefit to University Medical Clinic. Should any questions arise or should you require any additional information, please do not hesitate to contact me.

Sincerely,

John Q Public