

## Sample of a referral cover letter

**Ima Looking**

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2222 Getajob Lane • Kailua , HI 96744 • (808) 999-9999

April 14, 2006

Mr. Guy Hireme  
CIC Car Rentals, Inc.  
P. O. Box 5555  
Honolulu , HI 96817

Dear Mr. Hireme:

I believe my former college advisor, Dr. Paul Pang, spoke to you yesterday regarding my interest in your **Management Trainee** vacancy. I am confident that my experience and knowledge base match what your company is looking for.

In December 2005, I graduated from the University of Hawaii at Manoa with a B.B.A., double majoring in Marketing and Management. Throughout my college experience, I supported myself by holding a part-time job and actively applying for scholarship assistance. It was my perseverance, drive, and energetic personality that allowed me to be the only recipient of the prestigious Hawaiian Isle Quality Leadership Scholarship five years in a row. In addition, I have made a conscious effort to take on leadership positions in the Management and Marketing clubs, serve as co-chair for Business Night 2004 and 2005, and volunteer my time with the annual Junior Achievement Fundraising Bash.

Through my coursework I have learned practical management and marketing theories and developed business plans, proposals, and presentations. For the past three years, I have worked for DriveIT Car Rentals and last year was promoted to Assistant Manager. In my short time on the management team, I have pitched two promotional ideas that increased our second and third quarter revenues by 67% and developed an employee incentive program that reduced absenteeism by 40%. I find the challenge of producing those kinds of results for CIC Car Rentals exciting! I enjoy my current position, however, would welcome the opportunity to work for the oldest and largest car rental company in the state of Hawaii !

I look forward to the opportunity to meet with you to discuss my qualifications further. I will contact you on Monday morning to follow up on my application documents. Should you wish to reach me before then, please call me at 999-9999. Thank you for your time and consideration.

Sincerely,

Ima Looking

*Enclosures (3)*