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Referral Letter

Karen Jostney
485 High Bluff Rd.
St. Cloud, MN 56301

October 12, 20XX

Rebecca Lyons
Western Industries, Inc.
98347 W. Main Street
Albuquerque, NM 89977

Dear Mrs. Lyons:

Cynthia Pringle, my current supervisor and an acquaintance of yours, suggested I write to you. I will be relocating to Albuquerque within the next six weeks and will be looking for employment as a secretary. Cynthia indicated your firm is frequently in need of dependable and competent people to fill vacancies.

I have worked for Cynthia for the past three years and have consistently received "outstanding" ratings in all areas on my performance evaluations. I get along well with people and look forward to beginning work in a new firm in my new city.

I will be driving into Albuquerque the week of the 15th and hope I might be able to meet with you at that time. Even if you do not have a vacancy or anticipate one at this time, I would appreciate the opportunity to talk with you about other contacts I might make to further my job search in Albuquerque. I have enclosed my resume for your perusal.

I will call you next week and hope we may be able to schedule a meeting. I will appreciate any assistance you may be able to give me and look forward to meeting you. Cynthia speaks so highly of you that I know your assistance would be truly valuable to me.

Sincerely,

Karen Jostney
kjostney@hotmail.com
(320) 555-3333