

SAMPLE REFERRAL LETTER

8627 E Harper Rd
Hanna, IN 46340
219-555-6789

April 4, 2009

Mr. John Henry
Employment Services Specialist
Pittsburgh National Bank
1 PNB Plaza Suite 120
Pittsburgh, PA 15222-3779

Dear Mr. Henry:

Thomas Moore, Vice President of Branch Services, referred your name to me. I wish to be considered for a teller position in your bank this summer. Having served as a work/study student at Indiana State University's Business Office and as a cashier for a local supermarket, I will bring strong communication and money management skills to a teller position.

Working as a student secretary for the business office, I was entrusted with the delivery of large sums of money to local banks. I have answered the phone, alphabetized records, processed paid invoices, and prepared out-going checks. As a cashier, I accurately gathered and counted thousands of dollars while maintaining positive public relations with a diverse constituency.

If you want a teller who has an ingrained work ethic and who will take pride in her work, I am the person for you. I will call you within a week to see if you have received my resume and to further discuss the opportunity.

Thank you for your consideration.

Sincerely,

Marnie Jones

Enclosure