

Date: [Insert Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am excited to submit my application for the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. With extensive experience in [your professional area], I am confident in my ability to contribute effectively to your team.

During my previous role at [Previous Company], I had the privilege of working closely with [Supervisor's Name], who recognized my strengths in [key skill or responsibility]. In fact, I received the following commendation from [him/her/them]:

*“[Supervisor's referenced quote or summarized feedback, e.g., “Your Name consistently demonstrated exceptional attention to detail and dedication to delivering high-quality results, making a significant positive impact on our projects and team morale.”]*

Building upon this foundation, I have developed robust skills in [mention relevant skills/experiences] and maintained a strong commitment to [relevant values, e.g., teamwork, problem-solving, client satisfaction]. My collaborative style and proactive approach enabled my previous employer to achieve [mention any measurable achievement or positive outcome].

I am eager to bring this same dedication and proven capability to [Company Name], contributing to your continued success. My enclosed resume provides further detail on my qualifications, and I welcome the opportunity to discuss how my skills and employer-endorsed strengths can benefit your organization.

Thank you for considering my application. I look forward to the possibility of an interview.

Sincerely,

[Your Name]

[Your LinkedIn Profile, optional]

[Your Phone Number]

[Your Email Address]