

Your Name
Your Address
City, State ZIP Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State ZIP Code

Dear [Recipient Name],

I am writing to express my strong interest in the [Position Title] at [Company Name], as advertised on [where you found the job posting]. With a solid background in [industry/field] and a track record of success in previous roles, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I consistently demonstrated my ability to [mention one or two relevant achievements or responsibilities]. For example, I [give a specific accomplishment or responsibility], which contributed to [positive outcome, e.g., increased efficiency, customer satisfaction, revenue growth, etc.]. My commitment to excellence and my proactive approach allowed me to thrive in a fast-paced environment.

I am honored to provide a reference from my previous supervisor, [Supervisor's Name, Title], who has witnessed firsthand my dedication and work ethic. According to [him/her/them], I am "an invaluable team member who consistently exceeds expectations". I believe this endorsement reflects not only my professional capabilities but also my reliability and integrity in the workplace.

Furthermore, I possess [mention key skills or certifications], and I am adept at [list relevant abilities]. These qualifications, combined with my passion for [industry or field], make me well-suited for the [Position Title] role at [Company Name].

Thank you for considering my application. I am eager to further discuss how my skills and experiences can benefit your organization. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address]. I look forward to the opportunity to interview and learn more about [Company Name].

Sincerely,
[Your Name]

Supervisor Reference:

[Supervisor's Name]
[Supervisor's Title]
[Previous Company Name]
[Supervisor's Phone Number or Email Address]