

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

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my strong interest in the [Position Title] role at [Company Name], and to share how my skills and experiences align with your needs. My background in [relevant field/industry], along with a passion for consistent growth and contribution, makes me a compelling candidate for your team.

During my tenure at [Previous Employer], I was fortunate to work under the direction of [Previous Supervisor's Name], who recently shared this endorsement regarding my performance:

“[Your Name] consistently exceeded our expectations. Their dedication, attention to detail, and proactive problem-solving abilities made a significant impact on our team's success. [He/She/They] handled each challenge with professionalism and always demonstrated a strong work ethic and exemplary collaboration skills. I highly recommend [Your Name] for any position requiring commitment and a demonstrated record of achievement.”
— [Previous Supervisor's Name], [Supervisor's Title], [Previous Employer]

This recommendation highlights the qualities I aim to bring to [Company Name]: reliability, initiative, and a collaborative spirit. In addition to my professional achievements, my ability to adapt quickly and contribute positively to team goals would make me an asset to your organization.

Thank you for your consideration. I would welcome the opportunity to discuss how my experience and the strengths endorsed by my previous employer can contribute to the continued success of [Company Name]. Please find my résumé attached for your reference.

Sincerely,
[Your Name]