

Cover Letter Template: Mentioning Previous Employer Reference

[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 interest in the [Job Title] position at [Company Name] as advertised on [where you found the job posting]. With my background in [your field or relevant skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Employer Name], I honed my skills in [key skills or responsibilities relevant to the new position]. I had the privilege of working under [Supervisor/Manager Name], who can attest to my dedication and work ethic. During my tenure at [Previous Employer], I consistently [mention a relevant achievement or responsibility], which aligns closely with the requirements of the [Job Title] role at your company.

[Supervisor/Manager Name], my former [Supervisor/Manager's Title] at [Previous Employer Name], has agreed to serve as a professional reference and can provide further insights into my qualifications and performance.

I believe my proven track record and the strong reference from [Supervisor/Manager Name] make me a great fit for your team. I am excited about the opportunity to contribute to [Company Name] and would welcome the chance to discuss my application further.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]