

Cover Letter Template: Highlighting a Reference from a Former Employer

Dear [Hiring Manager's Name],

I am excited to apply for the [Position Title] role at [Company Name]. I believe my background in [Your Field/Expertise] and proven track record at [Former Employer's Company Name] make me a strong fit for this opportunity.

At [Former Employer's Company Name], where I reported directly to [Reference's Name], [Reference's Position], I consistently demonstrated [mention specific skills or achievements]. [Reference's Name] recognized my contributions, specifically noting that "[insert brief quote or paraphrased positive feedback]." This experience allowed me to develop [describe relevant skills or attributes], which I am eager to bring to your team.

My former employer, [Reference's Name], would be happy to provide further insight regarding my abilities and work ethic. Their endorsement of my work ethic and results-driven approach underscores my strong candidacy for this role.

Thank you for considering my application. I look forward to discussing how my experience can contribute to [Company Name].

Sincerely,
[Your Name]