

[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 a strong background in [your industry/profession] and proven experience in [specific skills or areas relevant to the job], I am confident in my ability to contribute positively to your team.

During my tenure at [Previous Employer's Company Name], I successfully [mention a major responsibility, accomplishment, or project relevant to the new job]. My experience there not only enhanced my technical and interpersonal skills but also solidified my commitment to maintaining the highest standards of professionalism and integrity in the workplace.

To support my application, I am pleased to provide a reference from my previous employer. [Previous Employer's Name], who was my [supervisor/manager], can attest to my work ethic, reliability, and dedication to excellence. Their contact information is provided below for your reference:

[Previous Employer's Name]
[Previous Employer's Job Title]
[Previous Employer's Company Name]
[Contact Email Address]
[Contact Phone Number]

I believe that my skills in [list key skills relevant to the position] and my proven track record of [specific accomplishments or experiences] make me a strong candidate for this opportunity. I am enthusiastic about the possibility of contributing to [Company Name] and becoming a valuable member of your team.

Thank you for considering my application. I look forward to the possibility of further discussing how my background, skills, and experiences can benefit your organization.

Sincerely,
[Your Name]