

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

[Recipient's Name]  
[Recipient's Position/Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] role at [Company Name], as advertised on [where you found the job posting]. With a proven background in [mention your field or area of expertise], I am confident in my ability to contribute value to your team through my experience and dedication.

During my tenure at [Previous Employer's Company Name], I held the position of [Your Previous Job Title], where I developed essential skills in [mention relevant skills and responsibilities]. My experience there allowed me to work collaboratively, meet tight deadlines, and deliver consistently high-quality results.

To further demonstrate my qualifications and work ethic, I am pleased to provide my previous employer as a professional referee:

[Referee's Name]  
[Referee's Position/Title]  
[Previous Employer's Company Name]  
Email: [Referee's Email Address]  
Phone: [Referee's Phone Number]

[Referee's Name] supervised my work directly and can attest to my responsibilities, dedication, and achievements during my time at [Previous Employer's Company Name]. I believe their reference will provide further insight into my suitability for the role at [Company Name].

Thank you for considering my application. I am enthusiastic about the opportunity to join your team and contribute to [Company Name]'s continued success. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]