

Sample Cover Letter Including Recommendation from Past Employer

A **sample cover letter including recommendation from past employer** serves as a powerful tool to enhance a job application by showcasing both the applicant's qualifications and the endorsement from a previous supervisor. This type of cover letter not only highlights the candidate's skills, experience, and professional achievements but also incorporates positive feedback and commendations from a past employer, which adds credibility and strengthens the candidate's appeal to potential employers. Including a recommendation within the cover letter demonstrates proven performance and reliability, making it a compelling component in the job-seeking process.

Sample Cover Letter

[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 field or industry] and proven experience in [related skills or experiences], I am confident in my ability to contribute effectively to your team.

During my tenure at [Previous Company Name], I had the privilege of working under [Past Employer's Name, Title], who provided valuable mentorship and guidance in developing my professional skills. I am pleased to share the following remarks from [his/her/their] recommendation:

"[Your Name] consistently demonstrated exceptional dedication, problem-solving abilities, and a strong work ethic throughout [his/her/their] employment at [Previous Company Name]. [He/She/They] played a key role in successfully delivering projects on time and received recognition from clients for attention to detail and communication skills. I highly recommend [him/her/them] for any position requiring reliability and expertise."

— [Past Employer's Name], [Title], [Previous Company Name]

My experience at [Previous Company Name] allowed me to hone my abilities in [specific skills relevant to the new job], and I am eager to bring this expertise to the [Department or Team Name] at [Company Name]. Enclosed is my resume, which provides further details about my professional background and achievements.

Thank you for considering my application. I would welcome the opportunity to discuss how my background, skills, and recommendations can be of value to your organization. Please feel free to contact me at [your phone number] or [your email address] to arrange an interview.

Sincerely,
[Your Name]