

Formal Letter with Reference Sample for Job Application

A formal letter with reference sample for job application serves as a professional communication document used by job seekers to apply for a position and include a credible source endorsing their qualifications. This letter typically follows a structured format, beginning with the applicant's contact information, date, and recipient's details, followed by a polite salutation. It clearly states the job position being applied for, highlights relevant skills and experiences, and references a person who can vouch for the applicant's capabilities, such as a previous employer or mentor. Including a **formal letter with reference sample for job application** helps candidates present their credentials effectively and makes a positive impression on potential employers, thereby enhancing their chances of securing an interview.

Sample: Formal Job Application Letter with Reference

John Doe
123 Main Street
City, State, ZIP Code
Email: johndoe@email.com
Phone: (555) 123-4567
June 20, 2024
Ms. Jane Smith
Human Resources Manager
ABC Corporation
456 Business Rd.
City, State, ZIP Code
Dear Ms. Smith,
I am writing to express my interest in the Marketing Assistant position advertised on your company website. With over three years of marketing experience and a proven record in project management and digital marketing, I am confident in my ability to contribute to your team. During my tenure at XYZ Ltd., I successfully coordinated multiple projects, handled social media accounts, and worked closely with cross-functional teams to achieve organizational goals. My former supervisor, Mr. John Smith, can provide a reference regarding my skills and work ethic. Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to discuss how my skills and experiences align with ABC Corporation's needs.
Sincerely,
John Doe

Tips for Writing:

- Keep your letter concise and focused on your qualifications for the job.
- Include a reference only if you have received permission from the person.
- Provide full contact details for both yourself and your reference.
- Customize the letter for each job application.