

Business Letter Template for Job Application (with Reference)

Your Name

Your Address

City, State ZIP Code

Email Address

Phone Number

Date

Recipient Name

Title/Position

Company Name

Company Address

City, State ZIP Code

Dear [Recipient Name],

Re: Application for [Job Title] â€“ Reference: [Job Reference Number or Source]

I am writing to express my interest in the position of [Job Title] at [Company Name], as advertised on [Source/Website] (Reference: [Reference Number]). My qualifications and experience in [Your Field/Industry] closely match the requirements outlined in your job description.

Having earned my degree in [Your Degree or Major] from [Your University] and accumulated [number] years of experience in [Relevant Experience/Industry], I am confident in my ability to contribute effectively to your team. My background includes:

- **Example 1:** [Briefly describe a relevant skill or achievement.]
- **Example 2:** [Briefly describe another relevant achievement.]

Please find my resume attached for your review. I would appreciate the opportunity to further discuss how my background, skills, and certifications align with the needs of your organization.

Thank you for considering my application. I look forward to the possibility of interviewing with you at your earliest convenience.

Sincerely,

[Your Name]

Reference Sample

Reference: Jane Smith, Senior Manager

ABC Corporation

Phone: (555) 123-4567

Email: janesmith@abccorp.com

Relationship: Direct Supervisor, 2019â€“2023