

Sample Formal Letter for Job Application with Reference

This template demonstrates a professional and polite approach to applying for a job with a reference. It includes an introduction, mention of the reference, relevant qualifications, and a clear statement of interest in the position.

Your Name

Your Address

City, State ZIP Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State ZIP Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the **[Position Title]** position at **[Company Name]**, as advertised on **[Where You Found the Job Posting]**. I was referred to this opportunity by **[Reference Name]**, who is currently a **[Reference's Position]** at your organization. Based on their positive feedback about the company's culture and values, I am eager to bring my skills and experience to your team.

I hold a **[Your Degree or Relevant Qualification]** from **[Your University]** and have **[number of years]** years of experience in **[Your Field or Industry]**. In my previous role at **[Previous Company]**, I successfully **[mention a relevant achievement or responsibility]**, which has equipped me with the expertise required for this position. I am confident that my strong work ethic and dedication make me a valuable asset to your team.

I would appreciate the opportunity to discuss how my background, skills, and certifications align with the needs of your company. Please find my resume attached for your review. Thank you for considering my application. I look forward to the possibility of contributing to **[Company Name]** and am happy to provide further details as needed.

Sincerely,

[Your Name]