

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

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

Dear [Recipient's 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 my extensive experience in [Your Field/Area of Expertise] and a passion for [Specific Area Related to Job or Company], I am confident in my ability to make valuable contributions to your team.

In my previous role at [Former Company Name], I successfully [Brief Summary of Relevant Experience, Key Achievement, or Responsibility], which allowed me to develop strong [Skill #1] and [Skill #2]. My ability to [Describe a Key Skill or Strength Related to the New Role] has been highly commended by my supervisors.

Enclosed with this letter is a reference from my former supervisor, [Reference Name], who can attest to my work ethic, skills, and dedication. I believe their recommendation will provide further insight into my qualifications and character.

I am excited about the opportunity to contribute to [Company Name] and would appreciate the chance to discuss how my background aligns with your needs. Thank you for considering my application.

Sincerely,
[Your Name]

Attachment: Reference Letter from [Reference Name], [Title], [Former Company Name]

[Date]

To Whom It May Concern,

I am pleased to write this reference on behalf of [Your Name], who worked under my supervision at [Former Company Name] as a [Your Previous Job Title]. During their tenure, [Your Name] consistently demonstrated professionalism, reliability, and exceptional skills in [Brief Description of Skills/Responsibilities].

[Your Name] excelled at [Highlight a Specific Achievement or Project], and their positive attitude made a significant impact within our team. I have no doubt that [they/he/she] will be a valuable asset to any organization.

Please feel free to contact me for further information.

Sincerely,
[Reference Name]
[Reference Title]
[Reference Email/Phone (optional)]