

Job Application Reference Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate Name] for the entry-level position at [Company Name]. I have had the pleasure of working with [him/her/them] during [his/her/their] time at [Your Company/School] where [he/she/they] demonstrated [specific skills or qualities].

[Candidate Name] showed great enthusiasm and dedication while working on [specific project or task]. [He/She/They] excelled at [specific skill or responsibility, e.g., teamwork, problem-solving, communication], making invaluable contributions to our team.

I have no doubt that [Candidate Name] will bring the same level of commitment and excellence to [Company Name]. [He/She/They] has my highest recommendation for this position.

Thank you for considering [his/her/their] application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]