

TOPIC: Asking your current or former employer for a reference.

Subject: Reference Request

Dear [Employer's Name],

I hope this message finds you well. I am reaching out to you to request a professional reference for my job search. I greatly value the time we spent working together at [Company Name] and believe your perspective on my skills and work ethic would be a valuable addition to my job application.

During my time at [Company Name], I had the opportunity to contribute to various projects and teams, and I am proud of the accomplishments we achieved together. I am currently in the process of pursuing new career opportunities, and I believe a reference from you would greatly strengthen my candidacy.

If you are willing to provide a reference, I would be grateful if you could speak to my:

Work Ethic: My commitment to meeting and exceeding project goals and deadlines.

Professionalism: My ability to collaborate with colleagues and clients effectively.

Technical Skills: My proficiency in [mention relevant skills or technologies].

Leadership Abilities: Any experiences or instances where I demonstrated leadership qualities.

Please feel free to include any additional insights or anecdotes that you believe would be helpful in showcasing my qualifications.

If you are agreeable to providing a reference, please let me know your preferred method of contact (email or phone), as well as any specific information or forms required by your reference policy. If you would prefer to provide the reference through a reference letter, that would be equally appreciated.

I understand that you may have a busy schedule, and I truly appreciate your willingness to assist me in this endeavor. If you have any questions or need further information from me, please don't hesitate to reach out. Thank you for considering my request, and I look forward to hearing from you at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]