

****WQKT Letter Template for Job Application****

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and a strong expertise in [Specific Skills or Experience], I am excited about the opportunity to contribute to your team.

[Paragraph elaborating on your qualifications, experiences, and why you would be a great fit for the company.]

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]

****WQKT Letter Template for Requesting a Reference****

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

[Reference's Name]
[Reference's Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a reference for me as I pursue [specific opportunity, e.g., a new job, graduate school]. Your perspective on my skills and experiences during my time at [where you worked together] would be invaluable.

[Optional: Briefly mention any particular skills or accomplishments you would like them to highlight.]

Thank you for considering my request. I appreciate your support and guidance.

Best regards,
[Your Name]

****WQKT Letter Template for Following Up After an Interview****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]

[Phone Number]

[Date]

[Interviewer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Interviewer's Name],

I wanted to take a moment to thank you for the opportunity to interview for the [Job Title] position on [date of interview]. It was a pleasure to meet with you and learn more about the innovative work at [Company's Name].

[Paragraph to reiterate your enthusiasm for the role and any key points discussed during the interview.]

I look forward to the possibility of joining your team and contributing to [specific goals or projects discussed]. Thank you once again for your time and consideration.

Warm regards,

[Your Name]