

Subject: Reference Request - [Your Name] - [Staffing Firm Name]

Dear [Reference Name],

I hope you are doing well.

I am currently working with [Staffing Firm Name] to secure an entry-level position in the [Industry Name] field. As part of their vetting process, they have requested professional references who can speak to my work ethic and skills.

I am writing to ask if you would be willing to serve as a professional reference for me. Having worked with you during [my time at Company/University/Project], I believe your perspective on my performance and growth would be very valuable to my recruiters.

If you are comfortable with this, please let me know the best phone number or email address for the staffing agency to reach you. I have attached my current resume for your reference.

Thank you for your time and for all your support during my transition into the workforce.

Best regards,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile URL]