

Cover Letter Template

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

Hiring Manager's Name

[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Application for [Job Title] Position

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised [mention where you found the job posting]. With a background in [Your Field/Industry] and [X] years of experience in [specific expertise], I am confident in my ability to contribute meaningfully to your team.

In my previous role at [Previous Company], I [describe a key achievement, such as leading a project, increasing efficiency, or solving a problem]. My ability to [mention relevant skills, such as communication, leadership, or problem-solving] has allowed me to [specific positive result, such as improved team performance, increased sales, or optimized processes].

What excites me most about [Company Name] is [mention something specific about the company, such as its values, culture, or recent projects]. I am particularly eager to bring my expertise in [specific skill] to support your team in achieving [company's goal or mission].

I would welcome the opportunity to discuss how my skills align with your team's needs. Please find my resume attached for your review. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Thank you for your time and consideration. I look forward to your response.

Best regards,
[Your Name]

Guidance for Customization:

- **Hiring Manager's Name:** If you don't know the name, use "Hiring Manager" or "Recruitment Team."
- **Your Key Achievements:** Focus on quantifiable accomplishments (e.g., "increased sales by 20%" or "reduced processing time by 30%").
- **Why This Company?:** Show that you've researched the company by mentioning a recent project, company values, or industry impact.
- **Closing Statement:** Express enthusiasm and include a call to action (e.g., requesting an interview).