

COVER LETTER TEMPLATE — STANDARD PROFESSIONAL

[Your Name]

[Address (optional)]

[City, State]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear **[Hiring Manager's Name]**,

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**, as advertised. With **[X years]** of experience in **[industry/field]**, I bring strong skills in **[key skills]** and a proven ability to **[achievement or responsibility]**.

In my previous role at **[Previous Company]**, I successfully **[describe accomplishment with results, metrics if possible]**. This experience strengthened my abilities in **[relevant skills]** and allowed me to deliver consistent, high-quality results.

I am particularly drawn to **[Company Name]** because **[reason you admire the company, mission, values, projects]**. I believe my background aligns well with your needs, and I am confident in my ability to contribute positively to the team.

Thank you for considering my application. I would welcome the opportunity to discuss how my experience and skills can benefit **[Company Name]**. I look forward to hearing from you.

Sincerely,

[Your Name]

COVER LETTER TEMPLATE — MODERN & SHORT

Dear **[Hiring Manager's Name]**,

I'm excited to apply for the **[Job Title]** role at **[Company Name]**. With a strong background in **[industry/skill]**, I have developed expertise in **[core strengths]** and a track record of achieving **[key accomplishment]**.

I admire **[Company Name]** for its focus on **[specific value/project]**, and I'd be proud to bring my skills in **[skill]** and **[skill]** to your team. I thrive in fast-paced environments and enjoy contributing to collaborative, results-driven teams.

I'd appreciate the opportunity to discuss how I can contribute to your goals. Thank you for your time and consideration.

Best regards,
[Your Name]

COVER LETTER TEMPLATE — ENTRY-LEVEL (NO EXPERIENCE IN FIELD)

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position at [Company Name]. Although I am at the early stage of my career, I bring strong abilities in [transferable skills], a solid foundation in [education or training], and a proven commitment to learning quickly.

During my time at [School/Internship/Part-Time Job], I developed skills in [skill 1], [skill 2], and [skill 3], and I consistently [achievement, responsibility, or strength]. I am eager to bring my enthusiasm, strong work ethic, and willingness to grow to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can support your organization.

Sincerely,
[Your Name]

COVER LETTER TEMPLATE — CAREER CHANGE

Dear [Hiring Manager's Name],

I am applying for the [Job Title] position at [Company Name]. With a strong background in [previous field], I bring transferable skills in [skill 1], [skill 2], and [skill 3], and I am excited to transition into [new industry/role].

In my previous role as [Previous Job Title], I successfully [describe accomplishment], demonstrating my ability to [relevant transferable skills]. These experiences have prepared me to contribute effectively in your [department/team].

I am especially drawn to this opportunity because [reason related to company or role], and I am confident that my unique perspective and adaptability would add value to your team.

Thank you for your consideration. I look forward to the chance to discuss how my skills can support [Company Name].

Best regards,
[Your Name]

COVER LETTER TEMPLATE — INTERNAL PROMOTION

Dear [Hiring Manager's Name],

I am pleased to submit my application for the [Job Title] position within [Company Name]. Over the past [X years], I have gained deep knowledge of our operations and consistently contributed to team success through [key contributions].

In my current role as [Current Job Title], I have [achievement or measurable result], which has allowed me to strengthen my skills in [relevant skills]. I am eager to continue growing within the company and take on new responsibilities at a higher level.

I believe my familiarity with our processes, my commitment to company goals, and my strong performance record make me a great fit for this role.

Thank you for considering my application. I look forward to discussing this opportunity further.

Sincerely,
[Your Name]

COVER LETTER TEMPLATE — NO EXPERIENCE

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position. While I do not have direct experience in this role, I bring strong motivation, excellent work habits, and proven abilities in [transferable skills]. I am confident that with training and guidance, I can become a valuable member of your team.

My background in [school/volunteer work/previous job] taught me how to [relevant strength], [relevant strength], and [relevant strength], which I believe will help me succeed in this new opportunity.

Thank you for your time and consideration. I look forward to the chance to demonstrate my enthusiasm and potential.

Sincerely,
[Your Name]