

# Cover Letter

[Your Full Name]

[Your Address]

[City, State ZIP]

[Your Phone Number]

[Your Email]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP]

Dear [Hiring Manager's Name/Hiring Team],

## Opening Paragraph

I am writing to express my interest in the [Position Title] role at [Company Name] as advertised on [where you found the job posting]. With my background in [relevant field/skills] and passion for [industry/company focus], I am excited about the opportunity to contribute to your team.

## Body Paragraph 1

Throughout my career, I have developed strong skills in [key skill #1], [key skill #2], and [key skill #3]. In my previous role as [Previous Position] at [Previous Company], I [specific achievement with measurable results]. This experience has prepared me to excel in the responsibilities outlined in your job description.

## Body Paragraph 2

What particularly draws me to [Company Name] is [something specific about the company that interests you - their mission, recent project, company culture, etc.]. I am confident that my experience in [relevant experience] aligns well with your team's goals of [company objectives or projects].

## **Closing Paragraph**

I welcome the opportunity to discuss how my background, skills, and enthusiasm would benefit your team. Thank you for considering my application. I look forward to the possibility of speaking with you soon about how I can contribute to [Company Name].

Sincerely,

[Your Name]