

COVER LETTER

ZETY

1.0 Bank or Start with Resume

2.0 Specific Job in Mind

Position & Company

3.0 Amount of Work experience (years, months)

4.0 Top three Strengths

5.0 Top three skills for position

6.0 Job Experience (years)

7.0 Last Job's title

8.0 Out of work


9.0 Working Style

10.0 Check Answers

11.0 Letter (Editable)

- NAME OF SAVED LETTER
- Name & Contact
- Date
- Recipient
- Subject
- Greeting
- Opening
- Letter Body
- Gaps
- Call to Action
- Closing
- Other sections
 - Availability
 - Confidentiality
 - Relocation
 - Salary requirements

Single Question Screens – Yes/No Buttons & Text Boxes



Free Cover Letter Generator:
Build a Cover Letter Online
Writing a cover letter has never been so easy.

With the Zety cover letter builder, writing a cover letter is no longer the long, frustrating, confusing process you're used to. Write a job-winning cover letter in minutes and land your dream job!

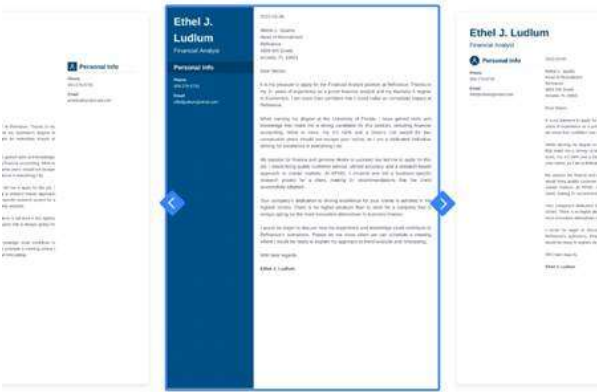
[CREATE YOUR COVER LETTER](#)

Four simple steps to create a great cover letter:

1. Pick a template
2. Fill in the blanks
3. Personalize the design
4. Click download

[CREATE YOUR COVER LETTER](#)

Make a cover letter. See how it might look:



Don't be so hard on yourself. The job application process can be intense. And it's no surprise you find it difficult to create a cover letter worthy of an interview.

That's why Zety cover letter generator came to life—to take all that stress away and help you get your dream job.

Start by browsing cover letter templates, and when you make your pick, let the wizard guide you through the writing process. The best thing? With our cover letter maker, you don't have to worry about second-guessing every word. You only drag and drop the ready-made content developed by hiring professionals.

AS SEEN IN:

theguardian | **THE HuffPOST** | lifehacker | business.com | FINANCIAL TIMES | Forbes

What is the best cover letter format in 2023?

The best cover letter format in 2023 is one that follows a specific structure and flow, while being easy to read and visually appealing. Here's how to format your cover letter:

1. **Keep a clean header.** In the top-left corner of the page.
2. **Make your name visible** by increasing the font size.
3. **Ensure your contact details stand out.**
4. **Set sufficient margins on all sides.** one inch is a good rule of thumb.
5. **Left-align all the content.** don't use justification.
6. Use line spacing of 1 or 1.15.
7. Put double spaces between paragraphs.
8. Sign with your full name.
9. Make sure your cover letter is only one-page long.
10. Always download and send your cover letter in PDF.

Adjust the spacing so that you only need one page (the ideal cover letter length), and that it doesn't look too busy. Chances are, hiring managers won't even bother reading a cover letter that's badly formatted and uninviting. Read our guide on how to format a cover letter for all our tips.


What should a good cover letter include in 2023?

A cover letter for a resume should contain details about your experience and abilities, as well as all the reasons why you want to work for a specific employer. You can read our guide on what to include in a cover letter for more information, but here's a list of the main cover letter parts:


1. **Cover letter header:** name, professional title, phone number, email, social media links, date, recipient's details, and company's name.
2. **Proper cover letter greetings:** Read more on how to address a cover letter to do it right.
3. **A good cover letter introduction** that hooks the reader.
4. **A second paragraph explaining why you're the perfect candidate.** It serves as your offer to the employer and highlights your achievements.
5. **A third paragraph proving that you're eager to join the company.** It shows your motivation.
6. **A great cover letter closing paragraph** that must read as a call to action for your reader.
7. **The sign-off line,** with a repetition of your contact details to encourage your reader to pick up the phone and invite you for an interview.
8. **A post-scriptum (P.S.),** if you want to add something impressive about your career or make the recruiter even more curious about what you can offer.

[illegible]


Start New Letter / From Resume / Questions



How do you want to start your cover letter?



CREATE A NEW LETTER
Walk me through each step.




UPLOAD FROM RESUME
Create my cover letter with info from an existing resume.

BACK

CONTINUE

[TERMS & CONDITIONS](#) | [PRIVACY POLICY](#) | [CONTACT US](#)

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Do you have a specific job in mind?

It's ok if you don't. We'll give you a letter you can customize later.

YES


NOT YET

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Previous Answer

Do you have a specific job in mind? Yes

What job are you applying for?

Desired Position

Director

Desired Company


RBC Capital Markets

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Choose your top 3 strengths.

We'll highlight these in your cover letter to help match your strengths to the desired position.

Teamwork ✓

Leadership ✓

Soft Skill 3

Collaboration +

Communication +

Critical Thinking +

Customer Service +

Decision-Making +

Delegation +

Innovation +

Interpersonal +

Management +

Motivation +

Observation +

Organization +

Planning +

Problem-Solving +

Team-Building +

Time-Management +

BACK

CONTINUE

zety

Choose your top 3 skills for the Director position.

Business Administration ✓

Business Planning ✓

Skill 3

Operations Management +

Data Interpretation +

Financial Analysis +

Financial Management +

Cost Control +

Project Management +

Strategic Planning +

BACK

CONTINUE

TERMS & CONDITIONS

PRIVACY POLICY

CONTACT US

How many years of experience do you have?*

You can include internships, unofficial jobs or volunteer work.

* indicates a required field

LESS THAN ONE

1

2

3

4

5

6

7

8

9

10+

BACK

CONTINUE

TERMS & CONDITIONS

PRIVACY POLICY

CONTACT US

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What's your most recent job title?

Include your current employment or last job.

Job Title

Director

BACK

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Do you have a gap in your work history that you want to explain in your letter?

If you were out of work due to COVID-19 or another reason, we'll help explain it in your letter.

YES

NO

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CONTACT US

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What's your working style?

This helps us personalize the tone of your letter.

ARTISTIC

You thrive in dynamic environments driven by innovation and creativity.

ENTERPRISING

You're accustomed to leading teams with empowering and decisive task delegation.

INVESTIGATIVE

You bring a resourceful approach with a knack for problem-solving.

[illegible]

No.	Name	Age	Sex	Religion	Occupation
1	Abdullah	35	M	Muslim	Teacher
2	Ali	42	M	Muslim	Farmer
3	Ahmed	28	M	Muslim	Student
4	Ahmed	38	M	Muslim	Engineer
5	Ahmed	45	M	Muslim	Businessman
6	Ahmed	52	M	Muslim	Retired
7	Ahmed	58	M	Muslim	Retired
8	Ahmed	65	M	Muslim	Retired
9	Ahmed	72	M	Muslim	Retired
10	Ahmed	78	M	Muslim	Retired
11	Ahmed	85	M	Muslim	Retired
12	Ahmed	92	M	Muslim	Retired
13	Ahmed	98	M	Muslim	Retired
14	Ahmed	105	M	Muslim	Retired
15	Ahmed	112	M	Muslim	Retired
16	Ahmed	118	M	Muslim	Retired
17	Ahmed	125	M	Muslim	Retired
18	Ahmed	132	M	Muslim	Retired
19	Ahmed	138	M	Muslim	Retired
20	Ahmed	145	M	Muslim	Retired
21	Ahmed	152	M	Muslim	Retired
22	Ahmed	158	M	Muslim	Retired
23	Ahmed	165	M	Muslim	Retired
24	Ahmed	172	M	Muslim	Retired
25	Ahmed	178	M	Muslim	Retired
26	Ahmed	185	M	Muslim	Retired
27	Ahmed	192	M	Muslim	Retired
28	Ahmed	198	M	Muslim	Retired
29	Ahmed	205	M	Muslim	Retired
30	Ahmed	212	M	Muslim	Retired
31	Ahmed	218	M	Muslim	Retired
32	Ahmed	225	M	Muslim	Retired
33	Ahmed	232	M	Muslim	Retired
34	Ahmed	238	M	Muslim	Retired
35	Ahmed	245	M	Muslim	Retired
36	Ahmed	252	M	Muslim	Retired
37	Ahmed	258	M	Muslim	Retired
38	Ahmed	265	M	Muslim	Retired
39	Ahmed	272	M	Muslim	Retired
40	Ahmed	278	M	Muslim	Retired
41	Ahmed	285	M	Muslim	Retired
42	Ahmed	292	M	Muslim	Retired
43	Ahmed	298	M	Muslim	Retired
44	Ahmed	305	M	Muslim	Retired
45	Ahmed	312	M	Muslim	Retired
46	Ahmed	318	M	Muslim	Retired
47	Ahmed	325	M	Muslim	Retired
48	Ahmed	332	M	Muslim	Retired
49	Ahmed	338	M	Muslim	Retired
50	Ahmed	345	M	Muslim	Retired
51	Ahmed	352	M	Muslim	Retired
52	Ahmed	358	M	Muslim	Retired
53	Ahmed	365	M	Muslim	Retired
54	Ahmed	372	M	Muslim	Retired
55	Ahmed	378	M	Muslim	Retired
56	Ahmed	385	M	Muslim	Retired
57	Ahmed	392	M	Muslim	Retired
58	Ahmed	398	M	Muslim	Retired
59	Ahmed	405	M	Muslim	Retired
60	Ahmed	412	M	Muslim	Retired
61	Ahmed	418	M	Muslim	Retired
62	Ahmed	425	M	Muslim	Retired
63	Ahmed	432	M	Muslim	Retired
64	Ahmed	438	M	Muslim	Retired
65	Ahmed	445	M	Muslim	Retired
66	Ahmed	452	M	Muslim	Retired
67	Ahmed	458	M	Muslim	Retired
68	Ahmed	465	M	Muslim	Retired
69	Ahmed	472	M	Muslim	Retired
70	Ahmed	478	M	Muslim	Retired
71	Ahmed	485	M	Muslim	Retired
72	Ahmed	492	M	Muslim	Retired
73	Ahmed	498	M	Muslim	Retired
74	Ahmed	505	M	Muslim	Retired
75	Ahmed	512	M	Muslim	Retired
76	Ahmed	518	M	Muslim	Retired
77	Ahmed	525	M	Muslim	Retired
78	Ahmed	532	M	Muslim	Retired
79	Ahmed	538	M	Muslim	Retired
80	Ahmed	545	M	Muslim	Retired
81	Ahmed	552	M	Muslim	Retired
82	Ahmed	558	M	Muslim	Retired
83	Ahmed	565	M	Muslim	Retired
84	Ahmed	572	M	Muslim	Retired
85	Ahmed	578	M	Muslim	Retired
86	Ahmed	585			

zety

Review Letters

Download

Print

Email

Finish Letter

Letter Sections

Name & Contact

Title

Recipient

Subject

Greeting

Closing

Letter Body

Calls to Action

Spelling Check

John Smith

Colony, AB, T2P

john.smith@gmail.com

September 25, 2023

RFC Capital Markets

Minneapolis, MN, Minnesota 55402

RE: Director, [Name], [Role]

Dear [Mr. or Ms. Last Name],

I have a business or analysis or visualize to

I have a business or analysis or visualize to

You may be elected to be able to edge in knowledge

ing my financial data to get it.

getting the My

lated. I get local 60 I am in, and

Date

Enter the date of your letter

Date

September 26, 2023

CANCEL

SAVE

Employed, please find my resume for your review. I will look forward to contacting you within the week so we can discuss the next step in your hiring process. In closing, thank you for your time and consideration of my candidacy.

Sincerely,
John Smith

zety

Review answers

[JohnSmith@DirectorLetter]

LETTER SECTIONS

Name & Contact

Date

Recipient

Subject

Greeting

Opening

Letter Body

Gaps

Call to Action

Closing

+ Add a section

A Spell Check

John Smith

Category: AB, TOR

john.smith@gmail.com

September 25, 2023

RBC Capital Markets
Minneapolis, MN, Minnesota 55402

RE: Director, [Ref#], [Date]

DOWNLOAD

PRINT

EMAIL

FINISH LETTER

Gaps

FURLOUGHED

LAW OFF

PERSONAL REASON (MYSELF)

PERSONAL REASON (FAMILY)

FAMILY / PERSONAL MEDICAL ISSUES

TRAVEL

You may notice a gap in my employment while reviewing my resume. During this period, I elected to take a leave from the workforce in order to go back to school. The time that I was able to commit to my education has been invaluable to my professional growth, and I am eager to re-enter the professional sphere and apply my newfound qualifications and knowledge to the job.

CANCEL

SAVE

TEMPLATE

Icons

FORMATTING

Normal

LETTER TYPE

Enterprising

OUTLINE

zety

Review answers

[JohnSmith@DirectorLetter]

LETTER SECTIONS

Name & Contact

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Gaps

Call to Action

Closing

+ Add a section

A Spell Check

John Smith

Category: AB, TOR

john.smith@gmail.com

September 25, 2023

RBC Capital Markets
Minneapolis, MN, Minnesota 55402

RE: Director, [Ref#], [Date]

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PRINT

EMAIL

FINISH LETTER

Subject

RE: Enthusiastic and Hard-Working [Job Title]

RE: Experienced [Job Title] for hire

RE: Your [Date] job ad for [Job Title]

Your ad for a [Position], City Times, 11/20/25

RE: [Date] ad for a [Job Title]

RE: Director, [Ref#], [Date]

CANCEL

SAVE

TEMPLATE

Icons

FORMATTING

Normal

LETTER TYPE

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Review answers

[JohnSmith@DirectorLetter]

LETTER SECTIONS

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Closing

+ Add a section

A Spell Check

John Smith

Category: AB, TOR

john.smith@gmail.com

September 25, 2023

RBC Capital Markets
Minneapolis, MN, Minnesota 55402

RE: Director, [Ref#], [Date]

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PRINT

EMAIL

FINISH LETTER

Recipient

Enter your recipient's information

First Name

Last Name

Jane

Smith

Company Name

RBC Capital Markets

City

Minneapolis, MN

State/Province

Minnesota

Zip

55402

Phone Number

e.g. +415-555-5555

Email

e.g. johnsmith@gmail.com

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SAVE

TEMPLATE

Icons

FORMATTING

Normal

LETTER TYPE

Enterprising

OUTLINE