



[Home](#) Jobscan / Cover Letter Examples

Cover Letter Examples for Job Seekers in 2025

With so many different types of jobs out there, it can be tough to know how to tailor your cover letter. But by following these examples, you'll be able to write a cover letter that will make you stand out from the crowd!

Too much reading? Try the tool

Customers interviewed with:



Uber



21 Cover letter examples by job

Career change cover letter example

Recent graduate cover letter example

No matter your career stage or the job you're aiming for, pairing your resume with a strong [cover letter](#) is essential.

In fact, we analyzed nearly 1 million job applications and it shows that including a cover letter with your resume makes you [1.9 times more likely](#) to be invited for an

[Skip to content](#)



Business manager cover

Get a personalized cover letter. Use Jobscan's cover letter generator to defeat writer's block.

Generate Your Cover Letter

When done right, a cover letter enhances your resume by explaining why you're the ideal candidate for the role. It gives hiring managers insight into your skills and how they align with the company's needs.

However, crafting a compelling cover letter can be challenging.

You need to demonstrate your ability to handle the tasks listed in the job description while explaining why you're a better fit than other applicants. This is no small feat, especially if you're not a professional writer.

To help you get started, we've compiled a collection of cover letter examples. These examples are designed to inspire and guide you as you create your own.

Let's dive in!

21 Cover letter examples by job

Career change cover letter example

[Skip to content](#)



Download

Here's what makes this cover letter effective:

- **Appropriate length:** It provides the necessary information without being overly detailed or cluttered. The reader wants you to get to the main point right away.
- **Clear introduction:** The candidate immediately explains their career

Skip to content they're interested in

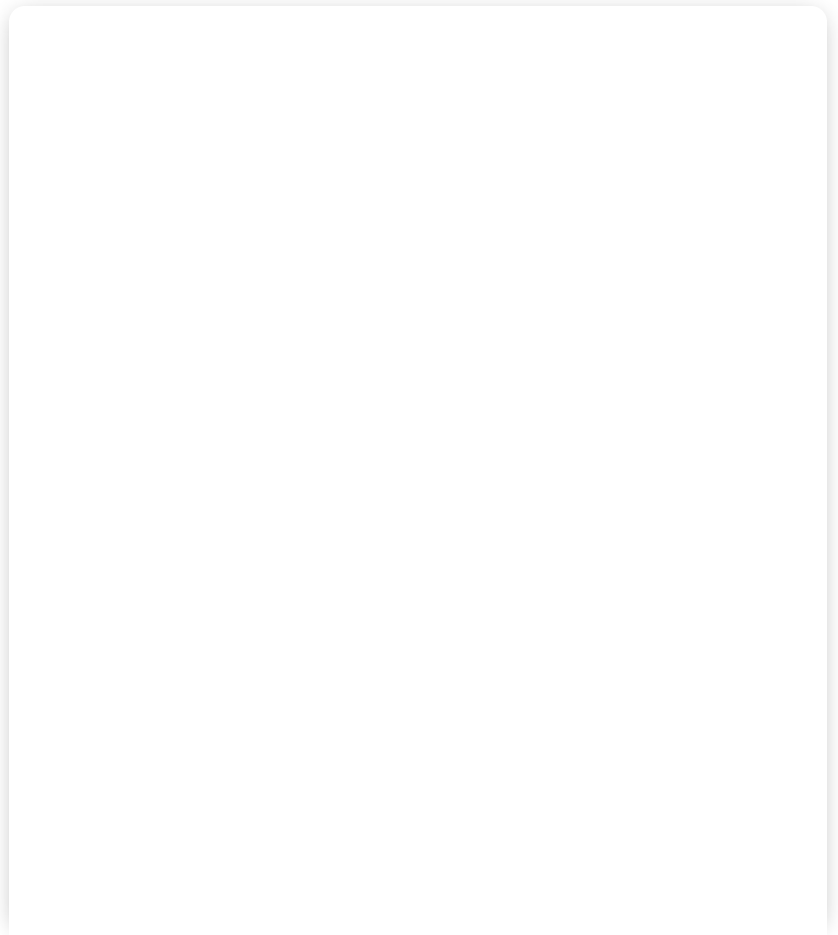


career path.

- **Relevant experience:** The candidate highlights transferable skills from their previous role in retail sales to their desired role in public relations.

Keep Reading: [How to Write a Career Change Resume](#)

Recent graduate cover letter example



[Skip to content](#)



Here's what this cover letter does well:

- **Personalized greeting:** The candidate addresses the hiring manager by name, making the tone more personable.
- **Proactive closing:** They suggest a meeting, leaving a strong impression. It shows that you're actively interested in the role and shows an urgency to connect.
- **Showcases internship experience:** The candidate demonstrates they have relevant skills and knowledge despite their status as a new grad.

Middle management cover letter example

[Skip to content](#)



Download

Here's why this cover letter works:

- **Bullet points:** Information is organized for easy reading. If you have a lot to say, blocks of text might overwhelm the reader. Bullets make the document more scannable.
- **Professional closing:** The candidate ends politely with a call to action. It's a

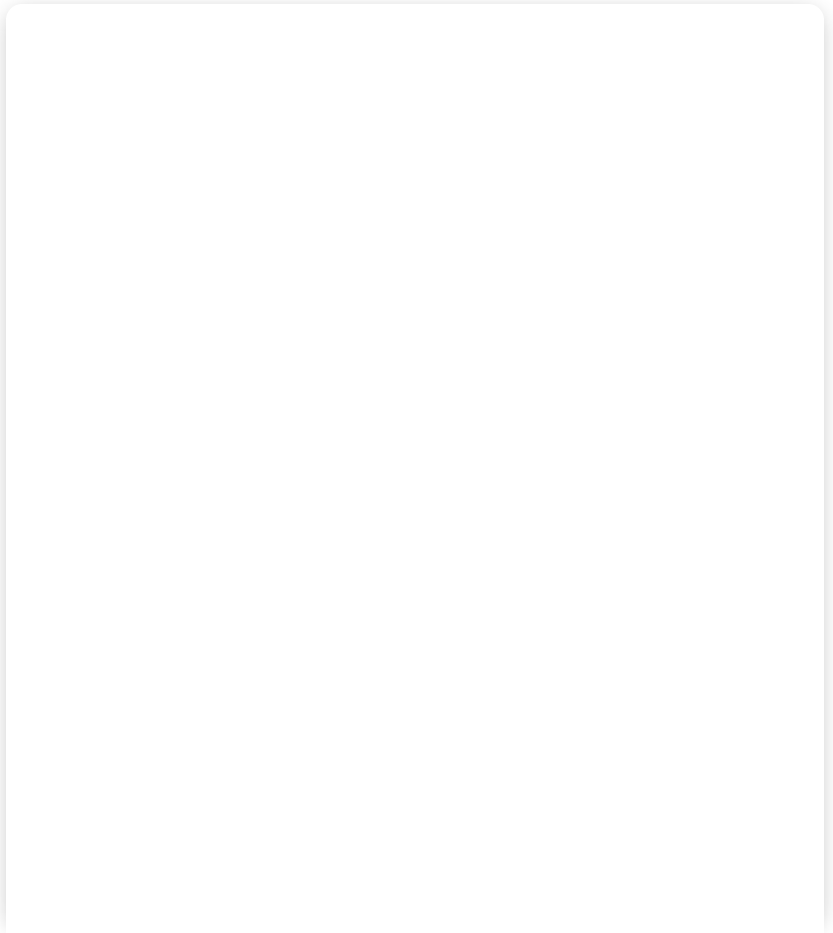
[Skip to content](#) ark them for their



- **Highlights company value:** They explain how they can contribute to the organization. It's not just about the applicant—it's about what they can achieve with the organization.

Discover: [Management Skills for Your Resume](#)

Business manager cover letter example



[Skip to content](#)



Here's what makes this letter stand out:

- **Detailed header:** Includes LinkedIn profile for easy access to more information. Most recruiters are looking at LinkedIn profiles of potential candidates, so it can speed up the interview timeline by providing the link.
- **Concise format:** Short paragraphs and bullet points make it reader-friendly.
- **Prompt ending:** The candidate indicates they will follow up in their closing paragraph. It leaves a lasting impression to the recruiter and can show your interest in the role.

Ph.D. cover letter example

[Skip to content](#)



Download

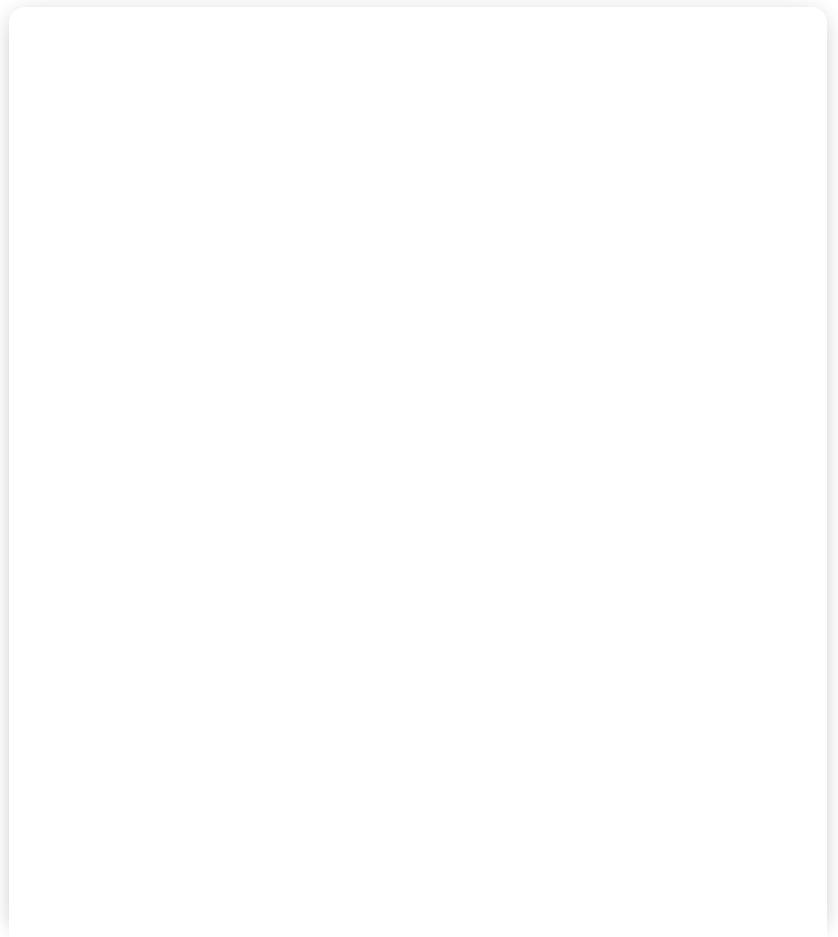
Here's why this example shines:

- **Compelling introduction:** The candidate expresses enthusiasm for the Ph.D. program and the professors involved in research.
- **Detailed qualifications:** They highlight relevant education and achievements, showing their expertise

[Skip to content](#) explaining why



Senior executive cover letter example



[Download](#)

[Skip to content](#)



- **Professional template:** A clean design focuses attention on achievements without distraction.
- **Achievement-focused opening:** Grabs attention with key successes to capture attention from the first paragraph.
- **Call to action:** The clear call to action encourages further discussion with the hiring manager.

Architect cover letter example

[Skip to content](#)



Download

Here's what stands out:

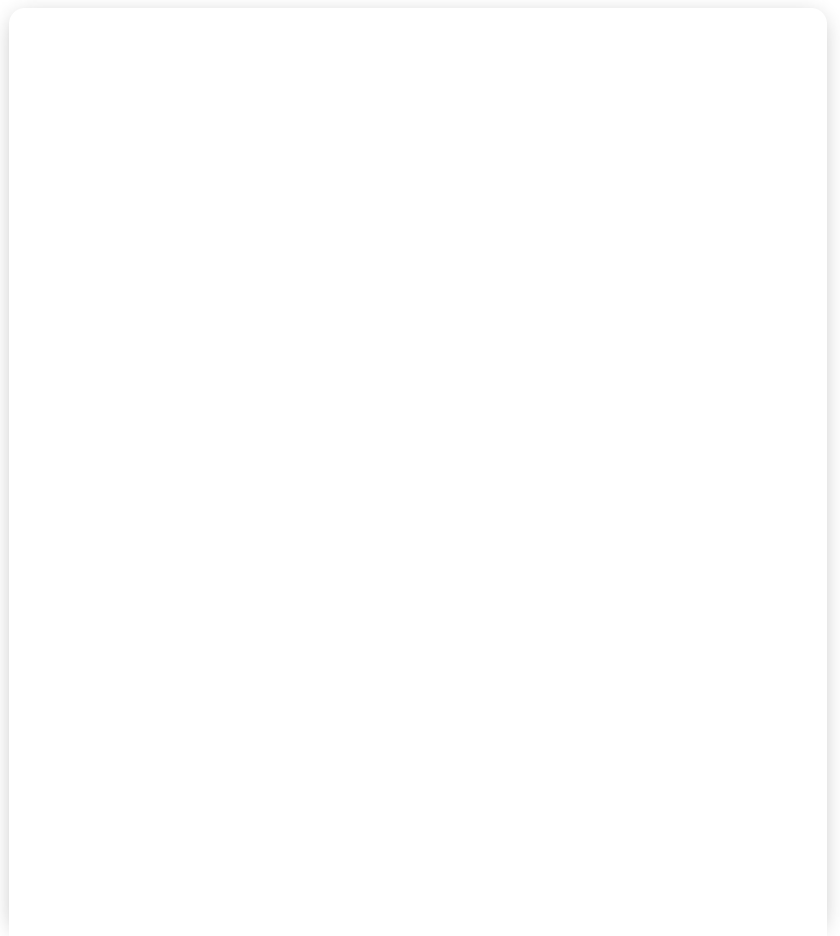
- **Modern template:** Professional and industry-appropriate formatting sets the tone for the cover letter.
- **Friendly tone:** Uses the hiring manager's first name to address the letter. Cookie-cutter greetings are forgettable, and using the individual's

[Skip to content](#)



- **Quantifiable achievements:**
Demonstrates success with measurable results like hard numbers and percentages. Using data-backed accomplishments on your resume provides context to what you're saying, which is helpful to the reader.

Business analyst cover letter example



[Skip to content](#)



Here's what this letter gets right:

- **Comprehensive contact details:** Includes LinkedIn profile to make an online connection easier for the hiring team.
- **Company focus:** Explains how the candidate's skills align with company goals. Keeping the focus on the organization proves that you understand their needs and goals.
- **Error-free:** The cover letter is polished and easy to read, proving a strong attention to detail.

Discover: [Business Analyst Resume Examples](#)

Consultant cover letter example

[Skip to content](#)



Download

Here's why it works:

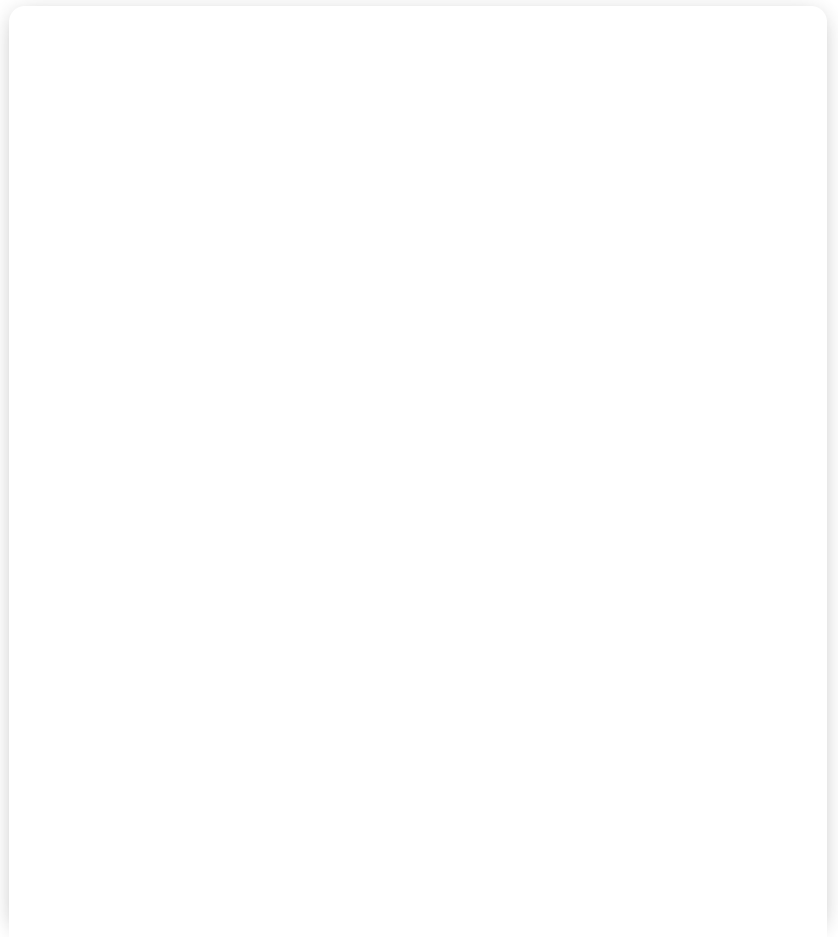
- **Simple design:** Keeps the focus on accomplishments, with enough white space so the document doesn't look chaotic.
- **Achievement-focused:** Highlights relevant successes and leaves out less significant content.

[Skip to content](#)



understanding of what the role entails.

Digital marketing cover letter example



[Download](#)

[Skip to content](#)



- **Clean design:** Reflects the candidate's tone and the industry they're applying for. The bullet points help focus the readers attention to the high-level content.
- **Industry awards:** Highlights key achievements with measurable results and expands on skills with clear examples.
- **Memorable closing:** Ends with a strong call to action seeking a time to discuss the role further and have a formal interview.

Discover: [Digital Marketing Resume Examples](#)

Graphic designer cover letter example

[Skip to content](#)



Download

Here's what's effective:

- **Contact details:** Includes a portfolio website of past work and LinkedIn profile. It encourages the hiring team to take a deeper dive into the work that didn't make it in the resume and provides another platform to forge a connection.

[Skip to content](#)



bulleted list makes room for some white space to break up the text.

- **Highlights strengths:** Demonstrates readiness for the role despite being a recent graduate. They draw from their non-traditional experience where they honed their skills, telling a story of their development.

Discover: [Graphic Design Skills for Your Resume](#)

Administrative assistant cover letter example

[Skip to content](#)



Download

What works well:

- **Simple design:** Professional and clean for maximum readability.
- **Skill emphasis:** Highlights relevant skills and accomplishments specific to the role. The measurable results show an impressive impact that the applicant can bring to their next role.

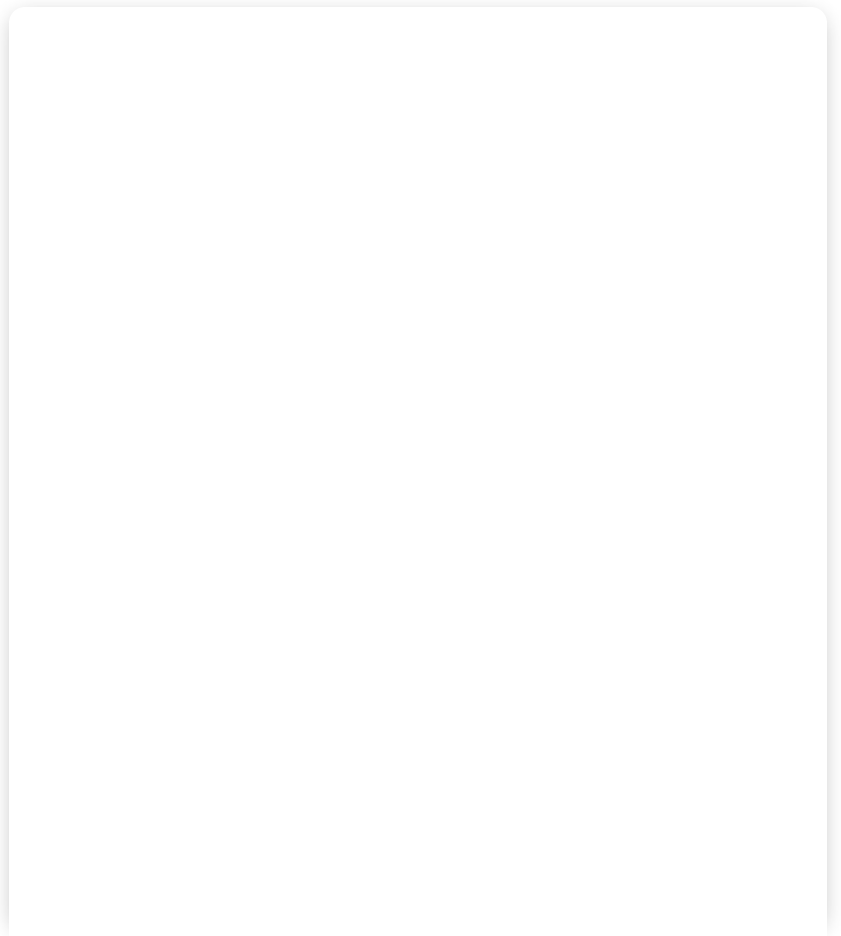
[Skip to content](#)



"thank you."

Discover: [Administrative Assistant Skills for Your Resume](#)

Front desk cover letter example



[Skip to content](#)



Here's why it works:

- **Modern design:** Clean lines for easy reading and the right amount of white space characterize this letter.
- **Engaging intro:** Captures attention immediately—first with the personalized greeting, then with the letter's content.
- **Call to action:** Encourages a prompt response and shows a desire to discuss the role in more detail.

Human resources cover letter example

[Skip to content](#)



Download

Here's what's great:

- **Clear and concise:** Focuses on essential details without the fluff.
- **Traditional format:** Human resources roles work closely with recruiters and hiring teams, so they know the value of a simple, clear cover letter to impress the decision-makers.

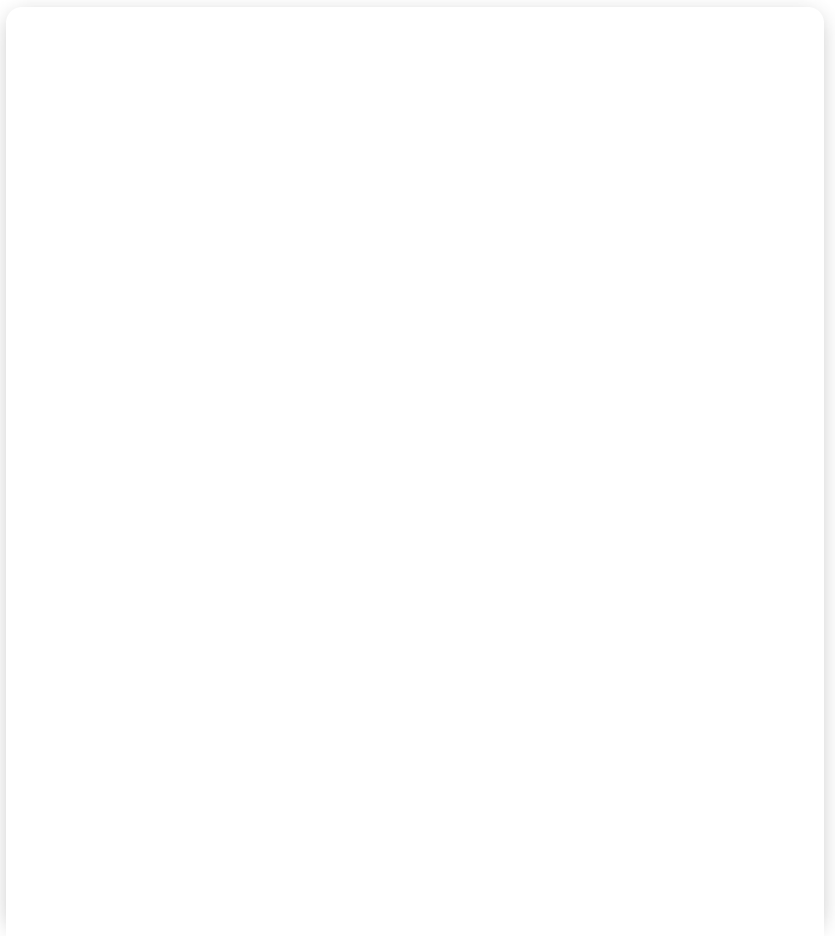
[Skip to content](#)



alongside quantifiable accomplishments to prove their performance in past roles.

Discover: [Human Resources Resume Examples](#)

Sales agent cover letter example



[Skip to content](#)



Why it's effective:

- **Eye-catching design:** The clean format makes a strong first impression. The professionalism jumps from the page and doesn't distract from the content.
- **Perfect length:** Balanced and concise, including only critical information that helps the hiring team make their decision.
- **Achievement-focused:** Showcases key accomplishments with hard numbers, including revenue and sales targets.

Discover: [Sales Resume Examples](#)

Receptionist cover letter example

[Skip to content](#)



Download

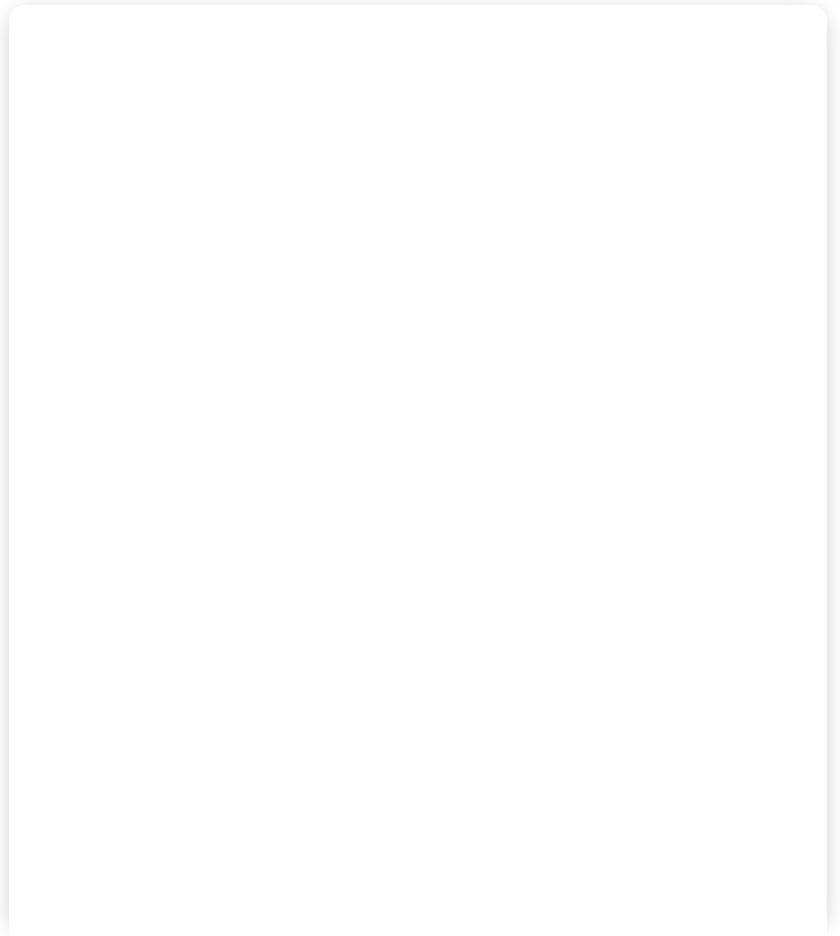
Here's what works well:

- **Professional design:** Modern yet simple for easy and clear readability.
- **Engaging introduction:** Draws the reader in and keeps their attention.
- **Polite closing:** Leaves a positive final impression by thanking the reader and encouraging a meeting to discuss

[Skip to content](#)



Information technology cover letter example



[Download](#)

[Skip to content](#)



- **Measurable achievements:** Uses numbers to highlight success in their career so far.
- **Skill variety:** Balances soft and hard skills to prove they can do the technical aspects of the job, but also contribute positively to the overall culture.
- **Contact details:** Includes GitHub and personal website to expand on experience. It gives hiring teams an opportunity to discover more of the applicant's work without clogging up their resume or cover letter.

Real estate cover letter example

[Skip to content](#)



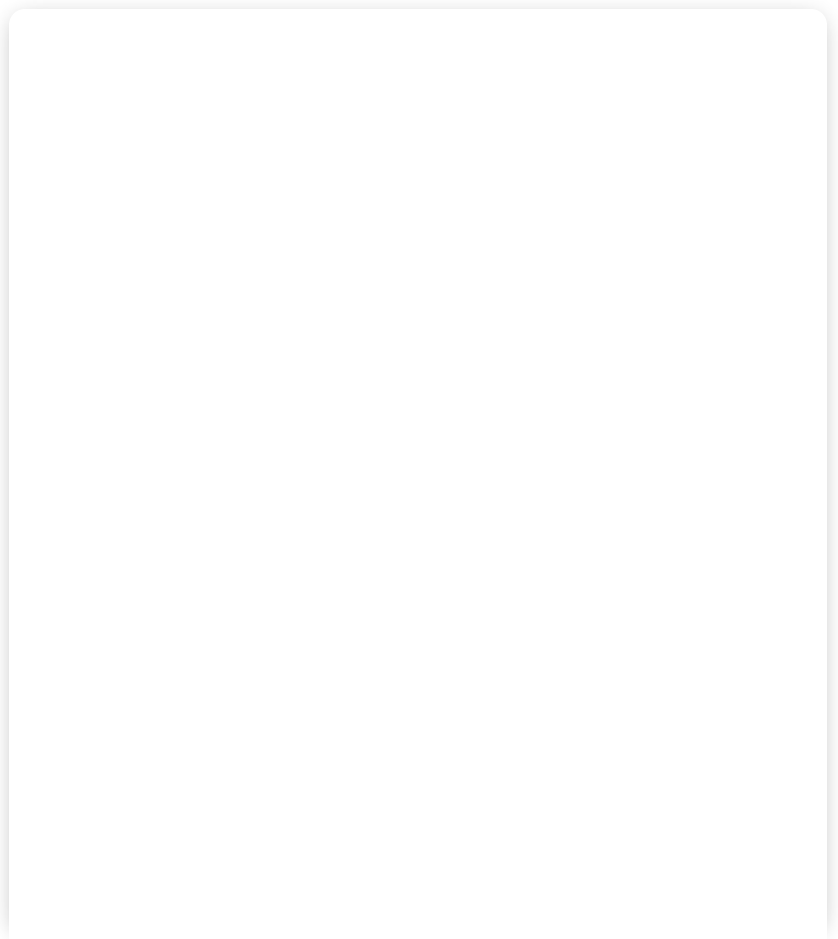
Download

Here's why it works:

- **Concise format:** Short and impactful with only the most relevant details to get the key points across.
- **Call to action:** Encourages follow-up and scheduling an interview, rather than vaguely ending the sign off.
- **Relevant skills:** Highlights sales and **Skip to content** trengths alongside



Teacher cover letter example



[Download](#)

[Skip to content](#)



- **Useful contact info:** Includes additional profiles like Medium and Quora to explore expertise and communication skills further.
- **Achievement-focused:** Highlights key successes in previous education roles, demonstrating a strong background in essential teaching skills.
- **Passionate tone:** Demonstrates enthusiasm for teaching, which hiring committees always like to see from educators.

Discover: [Teacher Resume Examples](#)

Project manager cover letter example

[Skip to content](#)



Download

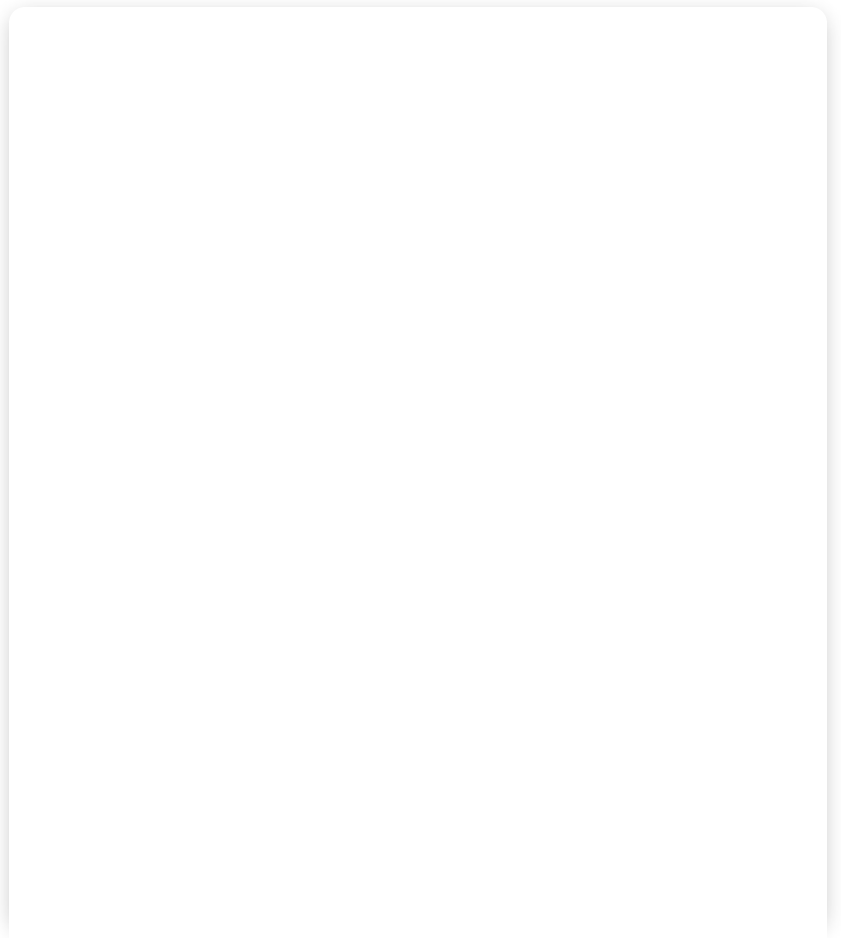
Here's what works:

- **Catchy start:** Grabs attention immediately and draws the reader to the most salient points of content.
- **Clear achievements:** Shares results with measurable data to make an impact with the hiring team.
- **Friendly greeting:** Personalizes the **Skip to content** takes the cover letter



Discover: [Project Management Resume Examples](#)

Paralegal cover letter example



[Download](#)

[Skip to content](#)



Here's what's effective:

- **Simple design:** Keeps the focus on content to maximize space.
- **Relevant achievements:** Highlights internship successes and expands on how their valuable experience prepared them for this role.
- **Polished tone:** Demonstrates professionalism and courtesy while still assertively ending with a call to action.

Discover: [Paralegal Resume Examples](#)

What is a cover letter?

A cover letter is a concise, one-page document submitted alongside your resume as part of your job application. Its primary purpose is to introduce yourself and provide a brief overview of your professional background. Ideally, a cover letter should range between 250 and 400 words.

An effective cover letter can highlight your qualifications, giving hiring managers the insights they need to decide if you're a strong

[Skip to content](#) view. On the other



you the opportunity.

To avoid such pitfalls, crafting a well-thought-out cover letter is vital. Remember, a cover letter is meant to complement your resume, not duplicate it. Instead of repeating what's already on your resume, use it to elaborate on your skills, qualifications, and aspects that might not fit on your resume such as explaining a career gap or your motivation for [changing careers](#).

If writing a cover letter feels overwhelming, don't worry. Jobscan's [cover letter generator](#) can help overcome writer's block. It pulls relevant information from your resume and the job description to create an optimized cover letter tailored to your application.

Basic cover letter format

- 1. Header:** Include your contact details.
- 2. Greeting:** Address the hiring manager directly using their name, if known.
- 3. Opening Paragraph:** Start with an attention-grabbing introduction that states your experience and the position you're applying for.
- 4. Second Paragraph:** Explain why you're an excellent fit for the role, highlighting 2-3 key achievements, your skills, and your enthusiasm for the industry.
- 5. Third Paragraph:** Conclude with a call to [Skip to content](#) **essing your eagerness**



6. Formal Closing: End with a polite sign-off like "Best regards," followed by your name.

Tips for writing a great cover letter

Choose the right template

A polished, visually appealing template ensures you make a great first impression. Select one that is professional yet aligns with the tone of the industry.

Choose from Jobscan's library of [cover letter templates](#) to ensure your cover letter is optimized for the ATS and readable for the human hiring team.

Include comprehensive contact details

Start your cover letter with a header containing your full name, phone number, email address, and the date. Optionally, you can add social media profiles (e.g., [LinkedIn](#), GitHub, or Medium) or a personal website if they showcase your professional work.

A [Skip to content](#) link is available at the top of the page to help you navigate to the content you are looking for.



- Email address
- LinkedIn profile

By offering more options for hiring managers to contact you and explore your work, you can focus your cover letter content on how your unique experience can help the organization.

Address the hiring manager by name

Personalizing your greeting shows effort and interest. If the name isn't listed in the job posting, research the company's team or department online, such as through LinkedIn or their website.

"Dear hiring manager" or "To whom it may concern" come across as dated and might suggest to the hiring team that you're not tailoring your cover letter for the role.

Craft an engaging introduction

Use your opening paragraph to grab attention with 2-3 key accomplishments relevant to the role. Avoid generic statements and instead showcase your unique value.

✓ Good Example

As a top-performing sales professional with a track record of **Skip to content** s by 150% year-



and relationship-building to Finite Technology. During my time at XYZ Corporation, I secured \$1.2 million in new business within six months by identifying untapped market opportunities and leveraging data-driven strategies. Combined with my Bachelor's degree in Business Administration, I am eager to contribute my results-driven approach to drive revenue growth and exceed your team's expectations.

× **Bad Example**

I am writing to express my interest in the Sales Representative position at your company. With my background and experience, I believe I could contribute to your team and help achieve your goals. I am confident that I am a strong candidate for this role.

Remember, your cover letter isn't the place to repeat the content of your resume. Use the cover letter to expand on the most relevant parts of your resume and frame it around the company you're applying to. It's about how you **Skip to content** the organization.



Align your skills and experiences with the job description. Highlight specific achievements that demonstrate your ability to excel in the position. Help the hiring team imagine your contributions to the role by providing specific examples on how you'd approach the role.

Researching the company can help inform how you tailor your cover letter, so it's important to scope out their LinkedIn, company website, or any recent press to get a sense of their current projects. Without research and a thorough read of the job description, you run the risk of your cover letter sounding vague.

✓ **Good Example**

With over five years of experience in tax compliance and accounting, including tenure at a Big 4 firm, I have honed the expertise necessary to navigate complex global tax regulations and deliver exceptional results. At Primary Tax Accounting, I collaborated with international teams to streamline multi-country tax compliance processes, reducing discrepancies by 30% through meticulous accounting-to-tax reconciliations. My in-depth knowledge of American corporate tax requirements, coupled with proficiency in GAAP, ensures I can seamlessly manage tax and

Skip to content ions. Beyond



continuous improvement and cross-functional collaboration are key, making me eager to contribute to your dynamic accounting team.

× **Bad Example**

I am excited to apply for the Senior Tax and Accounting Specialist position at your company. With my background in accounting and strong attention to detail, I am confident that I would be an asset to your team. I have experience working on various tax-related tasks and am eager to bring my skills to your organization. I am highly organized, work well under pressure, and am always willing to take on new challenges.

Highlight company fit

Research the company's mission, values, or culture and explain why they resonate with you. Show how your values align with their goals. Hiring teams aren't just looking for people who check the boxes of qualifications, they also look for people who align with the

- **Skip to content** als and values.



section. If it's not included in the job posting, look at the "About Us" section of their website or LinkedIn.

Use a strong call to action

Conclude with a confident and polite call to action, such as, "I would welcome the opportunity to discuss how I can contribute to your team" or "I look forward to discussing this opportunity further." This can be another place to include your contact information.

Also, it never hurts to thank the hiring team for their time in considering your application.

Proofread and Edit Thoroughly

Double-check for grammatical or spelling errors. A clean, error-free cover letter reflects professionalism and attention to detail.

- **Keep It Concise**
 - Stick to the 250-400 word range. Ensure every sentence adds value and avoid unnecessary repetition.
- **Match the Tone to the Industry**
 - Adapt your writing style to fit the industry. A tech startup might appreciate a more conversational tone, while a legal firm likely expects formality.
- **Use Action-Oriented Language**
 - Opt for strong, dynamic verbs like "managed," "led," "achieved," or

Skip to content



FAQs

What do I write in a cover letter?

While your resume is typically a factual account of your qualifications, a cover letter allows you to tell a potential employer **why you are the best candidate for the job**.

Your cover letter is an opportunity for you to:

- Elaborate on your qualifications and professional experience.
- Describe your career objectives.
- Explain any gaps in your employment history.
- Talk about your motivation to join the company.
- Sell yourself!

It is important to take the time to craft a well-written cover letter as it can give you a competitive edge over other candidates.

What 5 things should a c [Skip to content](#) clude?



- 1. An introduction:** The first sentence of your cover letter should state who you are and why you are writing.
- 2. An overview of your qualifications:** In the second paragraph, briefly describe your qualifications and explain why you are a good fit for the position.
- 3. A specific example:** In the third paragraph, provide a specific example of a time when you used your skills to achieve success. This could be from your professional or personal life.
- 4. A call to action:** The final paragraph should include a [call to action](#), such as requesting an interview or asking for further consideration.
- 5. A professional closing:** End your cover letter on a positive note by thanking the reader for their time and expressing your excitement about the opportunity.

What 3 main points should be included in your cover letter?

1. Briefly introduce yourself and explain why you are interested in the position. This is your chance to make a good first impression, so be sure to be polite and professional.
2. Highlight your relevant qualifications and experience. This is where you can really sell yourself as the ideal candidate for the

[Skip to content](#)



3. Thank the employer for their time and consideration. Then, you can express your interest in meeting with them to discuss the job further.

By following these guidelines, you can ensure that your cover letter makes a strong impression and increases your chances of landing an interview.

How do I write a cover letter as a student?

As a student, you should treat your education, volunteer work, school projects, and personal projects as your past experience. Talk about your future goals that are relevant to the job and explain how you will achieve those goals.

How do cover letters vary from job to job?

While the general structure of your cover letter will remain pretty much the same, you should always tailor your letter for each job you apply to. This means including the job title and skills that are listed in the job description.

How do I write a cover letter for a career change?

Read the job posting carefully and determine any similarities between your past work experience and what's required in the new job. Highlight your skills and goals for your career

[Skip to content](#)



What is the difference between a cover letter and a resume?

Your resume is a brief listing of your past experience, while your cover letter expands on your experience and lets some of your personality come through.

Should I mention my salary expectations in a cover letter?

No. Conversations about salary should be reserved for a job interview.

How should I address the reader of a cover letter?

Always try to [address the hiring manager or recruiter by their name](#). You can call the company and ask for their name or look it up on the company website or LinkedIn. Never use "To Whom it May Concern" as it is too impersonal.

How long should my cover letter be?

Cover letters should always be short. Try to keep it to one page.

[Skip to content](#)



Explore more cover letter resources

Cover Letter Writing Guide

Cover Letter Tips

Cover Letter Examples

Cover Letter Templates

Platform

- Pricing
- Resume Optimization
- Resume Builder
- Resume Power Edit

ATS Resume

- What Is An ATS?
- How to Optimize Your Resume for ATS
- How to Write a Resume
- Resume Formats

Linkedin

- LinkedIn Profile Writing Guide
- LinkedIn Headline Examples
- LinkedIn Summary

Skip to content

Support

- Customer Support
- Privacy
- Terms
- Cookie Policy



Job Tracker
Career Change Tool
Cover Letter
Optimization
Tutorials
Customer Stories

Cover Letter

How to Write a Cover
Letter
Cover Letter Formats
Cover Letter
Templates
Cover Letter
Examples

Press
Careers
Affiliates
Partnerships
Jobscan Widget

WCAG 2.1 AA
Compliance
ADA Compliance



© 2025 Jobscan