### Cover Letter Template 1: Corporate/Office Job  
  
Dear [Hiring Manager’s Name],  
  
I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [where you found the job posting]. With a background in [your field or relevant experience], I am confident in my ability to contribute effectively to your team.  
  
In my previous role at [Previous Company], I successfully [describe a relevant achievement or responsibility]. My experience with [specific skills or tools] has equipped me with the ability to [describe how your skills match the job requirements]. I am particularly drawn to [Company Name] because of your commitment to [mention something notable about the company or its values].  
  
I am excited about the opportunity to bring my skills in [key skills] to your organization and help [Company Name] achieve its goals. Thank you for considering my application. I look forward to the possibility of discussing my qualifications further.  
  
Sincerely,   
[Your Name]  
  
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### Cover Letter Template 2: Creative/Design Job  
  
Hello [Hiring Manager’s Name],  
  
I am thrilled to apply for the [Job Title] position at [Company Name]. As a creative professional with a passion for [your creative field, e.g., graphic design, content creation], I believe my unique perspective and skills would be a great fit for your team.  
  
At [Previous Company or Project], I [describe a creative project or achievement]. My expertise in [relevant software, tools, or techniques] allows me to deliver innovative solutions and compelling visuals. I am inspired by [Company Name]’s work in [mention a specific project, campaign, or value], and I am eager to contribute my creativity to your future projects.  
  
Thank you for considering my application. I would love the opportunity to discuss how my background and portfolio align with your needs.  
  
Best regards,   
[Your Name]  
  
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### Cover Letter Template 3: Technical/IT Job  
  
Dear [Hiring Manager’s Name],  
  
I am excited to submit my application for the [Job Title] position at [Company Name]. With a strong foundation in [your technical field, e.g., software development, IT support], I am confident in my ability to deliver high-quality results for your team.  
  
During my time at [Previous Company], I [describe a technical project, responsibility, or achievement]. My proficiency in [programming languages, systems, or technologies] has enabled me to [describe how you solve problems or add value]. I am particularly impressed by [Company Name]’s innovation in [mention a relevant technology or project], and I am eager to contribute to your continued success.  
  
Thank you for your time and consideration. I look forward to the opportunity to discuss how my technical skills and experience can benefit [Company Name].  
  
Sincerely,   
[Your Name]  
  
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