

Sub: Cover Letter

Dear Sir/Madam,

I am writing this letter to you to apply for the position of (desired position) in your company (company name). I came across the position via (mention job portal source) and wanted to apply for the same.

I have a degree in (the degree relevant to the desired position), and I have worked in the field before for over (number of months/years of experience) at (current or company name). During my time as (current or last position), I have learned valuable skills that appear relevant to the position desired by your company.

In my current position as (current position), I have achieved an exponential growth in the field by increasing overall (sales or marketing) statistics by at least (percentage).

I have learned that I enjoy working in this field and that I can prove to be a valuable asset with my present skill set. I enjoy working with like-minded people, and I am a team player. The challenges that the (desired position) offers is big, and I am sure that with an expert team I can take these challenges head-on.

Thank you for your time and for considering me as a candidate. I have mentioned my contact number and email id in my resume and will send a follow-up email next week if further information is required.

Yours sincerely,  
(Name)

## **Cover letter sample 2**

Sub: Cover Letter

Dear Mr./Ms./Mrs. (Manager's name),

I am writing this letter to you regarding the (desired position) that has recently opened up in your company. I came across this position on (website name) and was pleasantly surprised to find that I have all the required qualifications for this job.

I have studied (degree name) from (university name). During my time there I had taken up courses related to (insert three to four relevant courses that you have taken at the university). Currently, I hold a total (percentage or GPA) and have been a good student the entire term of my study in the University. I have also been ranked (mention your rank in class, if any) in a class of (mention the approximate number of students).

While attending classes, I focused my attention towards the following areas:

- 1.(mention first area of interest)
- 2.(mention second area of interest)
- 3.(mention third area of interest)

My focused study helped me develop (university project that you have completed). It has helped me secure a prominent internship in (mention internship company) and I was placed (mention rank obtained due to the project) overall.

I would be grateful to have an interview session with you. Please have a look at the resume that I have enclosed with this letter as per your convenience. I have provided my email id and contact number should you be interested in knowing more things about me.

Sincerely,  
(Name)

**Cover letter sample 3**

## Sub: Cover Letter

Dear Mr./Ms./Mrs. (Manager's name),

The amount of energy and enthusiasm that is associated with your (company name) has always interested me in applying for a position of (desired position) at your company. As an ambitious (desired position), with a healthy amount of interest in (field of the desired position), I truly believe that working at your company will be an exciting and enriching experience.

I have more than (insert number of months/years) of work dedicated to the field of (field related to the job) and have developed the experience of my own in handling the heavy but interesting and rewarding work that this position requires. I have, in all these years, gained experience in (insert skills related to the job description), concentrating on (insert one field you are particularly good at).

The main achievements that I have managed to complete in my previous job, which might help in handling the job of (desired position) in your company are:

- 1.(mention a successful project that you have completed under your previous company)
- 2.(mention growth in sales, marketing, engagement, shares, customer satisfaction, etc. as desired)
- 3.(mention one particular project that you have improved in relation with your team)

I am a good communicator, so I enjoy working in a team and producing results as a part of the team. I also enjoy working independently as and when required of me. Additionally, my previous job has prepared me for arranging my workload schedule in a way so that it doesn't hamper my ability to finish deadlines.

I will contact you next week at your convenient time to follow up with the application. I hope you will consider arranging an interview with me.

Thanking you,  
(Name)

## **Cover letter sample 4**

Sub: Cover Letter

Dear Mr./Ms./Mrs. (Manager's name),

I am writing to you regarding the recent job opening for (mention job position). I am very interested in working for (mention company name).

I believe that I meet a majority of the required qualifications and skills and that my experience in this field will make me a strong candidate for the position.

I believe in being professional in the workspace and have no problem in meeting the tight deadlines as and when required of me. I believe that with my skills in (mention skills relevant to the position) I can be a valuable asset to your company.

I have enclosed with this letter my resume which I hope is satisfactory and meets all your expectations. My resume contains a more in-depth detail about my education and previous work experience. You will find from the resume that I am capable of (mention how you can handle the job because you have the skills necessary for it).

I look forward to your call for a personal interview with regards to this position.

Thank you in advance for this opportunity.

Warm regards,  
(Name)

## Cover letter sample 5

Sub: Cover Letter

Dear Sir/Madam (Manager's name),

I have been researching your company (company name) with regards to a job opening in (desired field) and have an interest in working under your leadership. My friend and former colleague, (insert referenced colleague's name) have been working as (mention colleague's job role) in your organization. She has given her kind recommendation letter to you beforehand.

As a person who held the role of (mention previous job title) for (mention months/years), I feel that I can be a great asset to your company. I have experience in (mention skill relevant to the role you are applying for) and I believe that it is an important skill to master in order to perform the job properly.

My career highlights include:

- 1.(mention one project you have successfully completed).
- 2.(mention one significant change that you brought about in your company).
- 3.(insert one achievement that you are proud of).

I am eagerly waiting for your response, and I have enclosed my resume for more details about my personal work and educational qualifications.

Please feel free to contact me to discuss the job opportunity further. My contact details are mentioned in my cover letter and resume.

Kind regards,  
(Name)

## **Cover letter sample 6**

Sub: Cover Letter

Dear Sir/Madam,

My name is (mention your name). I am writing this letter to remind you about our conversation held at (mention previous meeting) about (mention the topic you discussed). I am writing to you because I feel that I can add value to your company as a (job position).

During my work in (current company), I have learned many valuable skills that helped me in all my endeavors in the company. Some of the skills that I learned are (mention the most important skills that you have learned). If given a chance, I can prove to be a valuable asset with my present skill set.

I am hoping to hear from you soon. All my contact details are listed with the resume that I have attached with this cover letter.

Best wishes,  
(Name)

## **Cover letter sample 7**

Sub: Cover Letter

Dear Ms/Mr./Mrs. (Insert name),

I came across your advertisement in (website/newspaper) searching for a candidate that can take up the position of a

(position name) and I believe that the role describes me perfectly.

Even though my resume may primarily appear about academic achievements, I have also been active in extra-curricular activities (mention activities).

Not just this, I have been an active intern at (mention internship company name), filling the role of (mention internship position). The internship prepared me to handle the responsibilities that are present in the (desired field). I also developed numerous skills such as (mention relevant skills) during the internship.

More details are present in my resume which is attached to the letter. I look forward to your response.

Thanks and regards,  
(Name)

## **Cover letter sample 8**

Sub: Cover Letter

Dear Mr./Ms./Mrs. (Manager's name),

I have been looking for a company that values quality over quantity and cares for employees' growth and development. I am glad to have come across your company. I was drawn to the position of (job position) as I have experience in this field, under (mention last company's name).

My position at the company can be defined as (mention job role) with responsibilities which include (define your job role). I have managed to carry forward (mention a successful project that you have completed under your previous company). This endeavour has turned out to be successful, with (mention

growth in sales, marketing, engagement, shares, customer satisfaction, etc. as desired).

I also have taken up courses such as (mention a course) as well as (mention another course) that taught me valuable skills in the (name of the field). In the future, I plan to complete (mention another course) for better understanding about the field of (job position).

My resume mentions the full extent of my career growth. I hope you will take a look at it and give me a call soon.

Looking forward to hearing from you.

Yours sincerely,  
(Name)

## **Cover letter sample 9**

Sub: Cover Letter

Dear Sir/Madam (Name),

My name is (insert name) and I recently spoke to (insert name) of the (mention department) of your company on the (mention date and time). He/she was kind enough to let me know that there is a job opening at your company, and I was attracted to the position of a (mention desired position).

I have always been interested in the workspace that your company is known to have in the market. I am highly interested in the fast-paced, competitive yet friendly environment, and my previous employment at (mention company's name) has taught me how to handle such challenges.

Some of my career highlights include:



1. (mention one project you have successfully completed)
2. (mention one significant change that you brought about in your company)
3. (insert one achievement that you are proud of)

The full details of my career path is present in my curriculum vitae, which is attached with this letter. I hope you would like to take a look at it and give me a call back soon.

Yours sincerely,  
(Name)

## Cover letter sample 10

Sub: Cover Letter

Dear Sir/Madam,

My status as a (study year) (graduate/postgraduate) student make me an ideal candidate for the (job position), as advertised in the (website name). (Company name) is known for being interested in fresher candidates such as myself and hence, I am interested in securing the position advertised.

Additionally, I have also taken up an internship at (mention internship company) in order to learn and expand my knowledge in (field of work). It has also provided me an idea of the type of work that is expected from the employees in this field, the work ethics that must be maintained, and the deadlines that need to be followed.

I have attached my CV with this letter, which contains further details you might be interested in. I shall give a call to your office next week for further clarification. I have also provided my contact details in the CV.

Thanking you,  
(Name)