|  |  |  |
| --- | --- | --- |
|  | | |
| **Short Cover Letter Example**  Tour Guide |  | +358 10234534 |
|  | xyz.xyz@edu.xyz.uk |
|  | xyz 8 |
|  | | |
| [17 Aug, 2023]  [Hiring Manager’s Name]  123 Company Address  Company’s City, State, Zip Code  (xxx) xxx-xxxx  [hiring.manager@gmail.com](mailto:hiring.manager@gmail.com)  Dear [Mr./Mx./Ms.] [Hiring Manager’s Surname],  I’m thrilled to be writing to you to apply for the Tour Guide position that Greenbay Tours is advertising on LinkedIn.  I know this position requires strong leadership and communication skills. I grew into an effective leader and communicator as President of the Tubman High School Debate Team, and this makes me the perfect fit for this role.  I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. Please feel free to reach out to me for an interview at (615) 000-1234 or your.name@email.com.  Sincerely,  **xyz** | | |