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| **Short Cover Letter Example**  Tour Guide |  | {{my\_phone}} |
|  | {{my\_email}} |
|  | {{my\_address}} |
|  | | |
| [{{today\_date}}]  [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,  **{{my\_name}}** | | |