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| **Short Cover Letter Example**  {{job\_position}} |  | {{my\_phone}} |
|  | {{my\_email}} |
|  | {{my\_address}} |
|  | | |
| {{today\_date}}  {{hiring\_manager\_name}}  {{address}}  {{phone\_number}}  {{email}}  Dear [Mr./Mx./Ms.] {{hiring\_manager\_name}},  I’m thrilled to be writing to you to apply for the {{job\_position}} position that {{company\_name}} 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 {{my\_phone}} or {{my\_email}}  Sincerely,  **{{my\_name}}** | | |