|  |  |  |
| --- | --- | --- |
|  | | |
| **Short Cover Letter Example**  Tour Guide |  | (702)-281-7901 |
|  | kylet@gmail.com |
|  | 123 Main Street |
|  | | |
| 02 Oct, 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 (702)-281-7901 or kylet@gmail.com  Sincerely,  **Kyle Tran** | | |