

8 Cover Letter Closing Paragraph Templates

1. Thank you for taking the time to review my resume. I truly believe that my past experience and education would make me a valuable asset for your organization. I'm particularly excited about the opportunity to learn more about (insert something specific about the company from your research) and how I can contribute to that effort. I look forward to an interview at your convenience and can be best reached at 416-555-5555.
2. In conclusion, I think that my background and skillsets have prepared me to be a successful contributing team member in this type of environment and for an organization exactly like yours. Thank you so much for your time and consideration. I look forward to hearing from you to set-up a time for an interview. Please feel free to contact me at (416)-555-5555 or at mary.currie@georgebrown.ca.
3. Thank you for considering my application. I hope to bring my industry expertise and past experience to an organization, like yours, where I can contribute to growth and success. I look forward to an interview at your convenience. Please don't hesitate to contact me at (insert phone number or email) if you need any additional information.
4. Thanks for your time and consideration. I'd love a chance to learn more about this position and demonstrate how I can help (company or team) reach organizational goals. I believe my skills and motivation make me a great potential asset. I can be reached at (phone or email) if you need any other information.
5. I look forward to any opportunity to discuss the position and what I can do for your company. I believe my personal vision and values align with the (company) brand and that I'd be a great fit for your organization. Thank you for your time in reviewing my resume. Please feel free to contact me at (416)-555-5555 or at mary.currie@georgebrown.ca.
6. I know I can bring value to your organization and would love the chance to discuss how my experience and skills can contribute to growth or success at (company name). Thank you for taking time to review my application. I'm available at (insert email or phone number) should you need further information.
7. I appreciate your time and consideration and hope that my skills and experience align with your needs. I'm attaching my resume, and you'll note that (highlight something relevant from your resume). The work (company) is doing in the (industry) space is incredibly interesting, and I'd love to learn more about how to become part of the team. I look forward to an interview at your convenience and can be best reached at 416-555-5555.
8. Thank you for considering my application. I believe my (insert skill/credential) would be valuable in the (specialization of company) space, and I look forward to any opportunity to show you how I can be of assistance in your organization. I've attached my resume and would be happy to provide any additional information you might need. Please feel free to contact me at (416)-555-5555 or at mary.currie@georgebrown.ca.

Strong call to action statements on how you will follow-up (if you have a contact name):

I'd like to discuss my background and relevant achievements further with you over an interview at your earliest convenience. I will contact you by week's end if I haven't heard from you before.

I will reach out to you within the week to set-up a time to meet and discuss how I can contribute to XYZ Company.

I will call you next Tuesday to follow up on my application and arrange for an interview.