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| **Short Cover Letter Example**  Tour Guide |  | (123) 456-156 |
|  | jose@gmail.com |
|  | 123 Main Street, NY |
|  | | |
| 01 Feb, 2025  [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 (123) 456-156 or jose@gmail.com  Sincerely,  **jose torrez** | | |