




# Short Cover Letter Example

Buyer, retail

 (123) 456-789

 frank@gmail.com

 123 Main Street, NY

18 Apr, 2024

Mary Sherman  
7963 Sanders Gateway  
Floresfurt, MS 58348  
599-753-8436x4340  
scottjeffrey@yahoo.com

Dear [Mr./Mx./Ms.] Mary Sherman,

I'm thrilled to be writing to you to apply for the Buyer, retail position that Delacruz PLC 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) 456-789 or frank@gmail.com

Sincerely,

**Frank Andrade**