

Short Cover Letter Example

Designer, multimedia

📞 (123) 456-789

✉️ frank@gmail.com

📍 123 Main Street, NY

18 Apr, 2024

Melissa Davidson
6530 Mcknight Roads
Taylorside, MO 43710
135-665-2595
stevensmatthew@yahoo.com

Dear [Mr./Mx./Ms.] Melissa Davidson,

I'm thrilled to be writing to you to apply for the Designer, multimedia position that Aguirre-Black 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