




Short Cover Letter Example

Therapist, speech and language

 (123) 456-789

 frank@gmail.com

 123 Main Street, NY

18 Apr, 2024

Andrew Jones
61636 Douglas Avenue
Lake George, CA 99033
(949)759-9080x8577
kreynolds@yahoo.com

Dear [Mr./Mx./Ms.] Andrew Jones,

I'm thrilled to be writing to you to apply for the Therapist, speech and language position that Nguyen Ltd 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