




Short Cover Letter Example

Commercial horticulturist

 (123) 456-789

 frank@gmail.com

 123 Main Street, NY

18 Apr, 2024

John Bell
029 Olson Trace
Reesetown, RI 19100
936-578-9506
ingramchristie@hotmail.com

Dear [Mr./Mx./Ms.] John Bell,

I'm thrilled to be writing to you to apply for the Commercial horticulturist position that Spencer 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