



# COVER LETTER

[Your name]  
[Your address]  
[Your phone number]  
[Your email]

[Date]

[Hiring manager name]  
[Hiring manager title]  
[Company name]  
[Company address]

Dear [Hiring manager name],

I am writing to express my keen interest in the [Job title] position that I saw advertised on [Website]. With my [Number] years of experience in [Industry] and a proven track record of success in [List of relevant skills and experience], I am confident that I have the skills and qualifications you are looking for.

In my previous role at [Previous company], I was responsible for [List of responsibilities]. I have a strong track record of [List of accomplishments]. I am also a highly motivated and results-oriented individual with a passion for [Industry].

I am particularly interested in this position because [Reasons for interest in the position]. I am confident that I can make a significant contribution to your company in this role.

I am a quick learner and I am always eager to take on new challenges. I am also a team player and I am able to work effectively both independently and as part of a team.

I am available for an interview at your earliest convenience. I can be reached at [Your phone number] or [Your email].

Thank you for your time and consideration.

Sincerely,  
[Your name]