

COVER LETTER TEMPLATE

The following is an example of how to use the information in the Cover Letter Worksheet in a formal cover letter. It should be tailored to fit your specific experience and goals.

[Your Name]
[Your Contact Information]

[Contact Name]
[Company Name]
[Company Address]
[Company Phone]

Dear **[Name or Hiring Manager]**,

I am writing to apply to the **[Target Job Title]** position. I have worked as a **[Relevant Job Title]** for the past **[Years of Relevant Experience]** years. My experience with **[2-3 Key Skills]** make me a perfect fit for **[Target Company]**.

In my previous position as **[Most Relevant Job Title]** with **[Previous Company]**, I demonstrated a successful track record of **[2-3 Skills Or Responsibilities]**. For example, when **[Context/Challenge]**, I **[Actions That Demonstrate Previously Listed Skill]**. This resulted in **[Result/Accomplishment]**.

In addition, because of my ability to **[Skill]** the company was able to **[Result/Accomplishment]**. While **[Context/Challenge]**, I **[Actions That Demonstrate Skill]**. My dedication to **[Key Responsibility Of Position]** led to me being selected for **[Promotion]**, which allowed me to expand my knowledge in **[Skill]** even further.

I am excited for the opportunity to grow that passion with an organization that **[Something That Attracts You To This Specific Company]**. I look forward to learning more about this opportunity and sharing how I can bring **[Key Skill or Experience]** to **[Target Company]**.

Thank you for your time and consideration.

Sincerely,

[Your Name]

