



The 5-Day Job Search by Annie Margarita Yang

Cover Letter Template for Job Applications

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] that was recently advertised [where you found the job posting]. I was thrilled to find an opportunity that so perfectly aligns with my skills and experience, and I truly believe that I would be an excellent match for this role.

In my current/previous position at [Your Current/Previous Company], I have/had the opportunity to [describe a key responsibility or project that you handled]. This experience allowed me to develop [mention specific skills or knowledge that you gained], which I believe would be incredibly beneficial for the [Job Title] position.

What truly excites me about the prospect of working at [Company Name] is [mention something specific about the company or the job role that attracts you]. I admire [something about the company's culture, mission, product/service], and I believe I could contribute significantly to [specific team, project, or company goal].

In addition to my work experience, I bring [mention any additional skills, attitude, or work ethic] to the table. I am confident that my [mention a positive trait, like "detail-oriented nature", "problem-solving skills", or "passion for xyz"], would allow me to excel in this role.

I would be thrilled to have the chance to contribute to [something specific about the company or team] and am excited about the possibility of bringing my [mention a unique aspect of your professional experience or skillset] to the [Job Title] role at [Company Name].

Thank you very much for considering my application. I look forward to the possibility of discussing this opportunity with you further.

Sincerely,

[Your Name]