Cover Letter Template

# **[Your Name]**

**[Your Location]** | **[Your Phone Number]** | **[Your Email]**

Dear **[Hiring Manager Name]**,

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**, as advertised on **[Platform where you saw the advertisement, e.g., LinkedIn, company website, job board]**. With a background in **[mention 1-2 key skills or experiences relevant to the job, e.g., "project management and cross-functional team leadership"]**, I am confident that my skills and experience align perfectly with the requirements of this role.

In my previous role at **[Previous Company]**, I was responsible for **[briefly describe 1-2 key responsibilities or achievements that demonstrate your suitability for the role]**. For example, I successfully **[quantifiable achievement or specific project]** which resulted in **[positive outcome, e.g., "a 15% increase in efficiency" or "successful completion of a major project ahead of schedule"]**. My experience in [mention another relevant skill or area of expertise] has further prepared me to contribute effectively to your team.

I am particularly drawn to **[Company Name]** because of **[mention something specific about the company that appeals to you, e.g., "its commitment to innovation," "its company culture," or "its recent achievements in a particular area"]**. I am eager to learn more about this opportunity and discuss how my contributions can benefit your organization.

Thank you for your time and consideration. I have attached my resume for your review and look forward to hearing from you soon.

Sincerely,  
**[Your Name]**