



Nine22 Solutions Cover Letter Framework

By Nine22 Solutions | www.nine22solutions.com

Use this flexible framework to craft a professional cover letter that highlights your strengths, connects to the job, and shows your personality. Customize each section to match the job you're applying for.

Opening Paragraph

State the position you're applying for and where you found it. Express your enthusiasm and briefly mention why you're a great fit.

Example: I'm writing to apply for the [Job Title] role at [Company Name], which I discovered on [Job Board/Referral]. With my background in [Industry/Skill], I'm excited about the opportunity to contribute to your team.

Middle Paragraph(s)

Highlight relevant experience, achievements, or skills. Align your background with what the company is looking for. Use 1-2 paragraphs to connect your value to their needs.

Example: In my previous role at [Company], I led [Project/Responsibility], which resulted in [Outcome]. I thrive in environments that value [Key Attribute], and I believe my experience with [Specific Skill or Tool] would be an asset to your team.

Closing Paragraph

Reiterate your interest and express appreciation. Include a call to action such as availability for interviews.

Example: I'd welcome the opportunity to discuss how my skills align with your team's goals. Thank you for considering my application-I look forward to hearing from you.

Signature Block

Sincerely,

Your Name

Email | Phone Number | LinkedIn (optional)

Want more tools like this? Visit www.nine22solutions.com or book a session today!