

Template #1: Standard Cover Letter

YOUR NAME HERE

Street Address | City, State, Zip Code | Email | Phone Number

DATE

Hiring Manager Name

Company Name

Street Address

City, State, Zip Code

Dear [hiring manager name here],

My name is [your name here] and I am a seasoned [industry or trade here] professional with over [number] years of experience. I recently came across your [job title] posting on [where you found it] and I'm writing to express my interest in helping [company name here] achieve [xyz].

In my current role as a [your current role] at [your current company], I am responsible for [responsibility #1], [responsibility #2], and [responsibility #3]. The professional experience I've gained during my time here has helped me to [achievement #1] and [achievement #2], while improving my overall [focus area] knowledge.

Prior to this position, I spent [number] years working as a [previous role] for [previous company]. In this role, I was tasked with a handful of unique challenges, including [challenge #1] and [challenge #2]. Over the course of my time there, I was able to overcome and redefine these challenges by [action #1], [action #2], and [action #3].

I've attached my resume for further review. Please do not hesitate to reach out via phone or email if you'd like to speak about my experience in more detail: [email address] and [phone number].

Thank you for your consideration.

Best,

[your signature here]

[your typed name here]

Your Name/Address

Date

Company Name
Address
City, State, Zip

Dear [Name] or Hiring Manager or Hiring Committee:

With great enthusiasm, I submit my resume as application for the [position title] position at [company]. Having learned about the position [from where? by whom?], and after reviewing the details of the job description, I believe my interest in [aspect of your field or background], strong commitment to [aspect of your field or background], and passion for [aspect of your field or background] make me an ideal candidate to join the [department].

In addition to my business administration education, I could immediately transfer the following skills:

- **An effective [descriptor that reflects transferable skill #1]:** In my role at [previous job], I [action or accomplishment]. I was also able to showcase my [skill] abilities as a [role] in [project name] project by [what you did].
- **A disciplined [descriptor that reflects transferable skill #2]:** I have always displayed a careful approach to [job duty] by [action]. At [previous company], I frequently [action]. In addition, I had the opportunity to [action or accomplishment], which further shows my dedication to [aspect of your field].
- **A passionate [descriptor that reflects transferable skill #3]:** Everything I have engaged in so far has all been driven by a keen interest in [aspect of your field]. Even as a [previous role], I made sure to dedicate some part of my day to [action]. It is this passion that has driven every one of my career decisions thus far.

I am confident I would be an asset to your team [or organization] by utilizing my education, skills and experiences in the [position title] position. Please contact me to set up an interview to discuss further how I can contribute value to your team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

Name (typed)
Phone # | Email

Commented [SD1]:

You have to show the employer you're the right person for the job. This includes highlighting job-related skills and mentioning a couple of accomplishments.

Like your résumé, the cover letter is tailored to each job.

Commented [SD2]:

According to Bob McIntosh, "Send your résumé to the hiring manager." Some of my customers are shocked when I tell them that they need to send their information to human resources and the hiring manager. The reason for doing this is because the hiring manager may see something in you that HR doesn't.

Another reason for sending your résumé to the hiring manager is because she may overlook the fact that you don't have a certain requirement, such as education, whereas HR must reject you for this deficiency.

Commented [SD3]:

Look at the job description and pick a transferrable skills that is required in the job, and you can "speak" to in terms of experience. For example, "An effective communicator." Or "An effective problem solver."

Commented [SD4]:

Same approach – review the job description and pick a skill that is transferrable. For example, "A disciplined leader." Or "A disciplined manager." Or "A disciplined multitasker."

Commented [SD5]:

Just like bullets 1 & 2, identify a "passion" that fits the job you are applying for. For example, if you are going for a marketing position, this could be "A passionate innovator."

What are you passionate about? How can you use that passion in the new position?

Template #2: Data-Driven Cover Letter

YOUR NAME HERE
Street Address
City, State, Zip Code
Email | Phone Number

DATE

Hiring Manager Name
Company Name
Street Address
City, State, Zip Code

Dear [hiring manager name here or use Dear Hiring Committee],

My name is ____ and I am a ____ professional currently working as a ____ at _____. I am reaching out to express my interest in the ____ position at _____.

I currently work as a [job title] at a [industry] company based in [location]. In this role, I have played an instrumental part in [action #1], [action #2], and [action #3]. With a commitment to solving for [business need], I've developed a strategy that has helped the company achieve:

- [statistic]
- [statistic]
- [statistic]

After reviewing the job description for the [job title] position at your company, I am eager to apply this experience to help your [department] team uncover and execute on [business need #1], [business need #2], and [business need #3]. I feel confident that my [area of expertise] skills and knowledge of the [industry] space positions me as a highly qualified candidate.

Attached is my resume, which further details my qualifications. Thank you for taking the time to review my application, and I look forward to speaking with you about this exciting opportunity.

Best Regards,

[your signature here]

[your typed here]

Template #3: Entry-Level Cover Letter

YOUR NAME HERE

Street Address

City, State, Zip Code

Email | Phone Number

DATE

Hiring Manager Name

Company Name

Street Address

City, State, Zip Code

Dear [hiring manager name here or Dear Hiring Committee],

My name is [your name] and I am reaching out to express my interest in the [job title] position at [company name].

I am a [adjective #1], [adjective #2] professional who prides [himself/herself/themself] on the ability to [action #1], [action #2], and [action #3].

After completing a [specialty] degree from [school] in [month + year], I've continued to develop my [industry] knowledge through [internship/extra curricular/side project/etc.]. What I lack in terms of actual career experience in [industry], I believe I make up for in my [skill #1], as well as my [skill #2].

As I look forward to my next chapter, I hope to apply my experience and perspective to help the [company name] team hit and exceed goals. I admire [company name]'s commitment to [business priority] and feel passionate about your mission to [company mission here].

Attached is my resume for further review. I would relish the opportunity to grow my career at [company name] and hope to connect soon to discuss my qualifications.

Thanks in advance for your time and consideration,

[your signature here]

[your name here]