

YOUR NAME

City, State • (555) 555-5555 • you@email.com • linkedin.com/in/yourname

[Date]

Hiring Manager [Company Name] [If unknown, "Hiring Team" is fine — don't guess a name.]

Dear [Hiring Manager's name or "Hiring Team"],

Opening paragraph: name the role, where you saw it, and one sentence on why you specifically are a fit — not a generic "I'm excited to apply."

I'm writing to apply for the [Job Title] role at [Company]. [One sentence connecting your background directly to what the role needs — e.g., "With 4 years leading remote support teams, I've spent my career solving exactly the kind of scaling problems this role is focused on."]

Middle paragraph: one specific, quantified story that proves you can do the job — not a list of your resume bullets restated. The number is what separates this from every other applicant's letter, and it's what signals you operate above entry level — pick the accomplishment where you owned the outcome, not just participated in it.

In my current role at [Company], I [specific accomplishment with a number attached — e.g., "redesigned our onboarding flow, cutting new-hire ramp time from 6 weeks to 3"]. That experience taught me [lesson relevant to the new role], which is exactly the kind of problem-solving [Company] is looking for in this position.

Third paragraph (optional): why this company/team specifically — shows you didn't mass-apply. One sentence is enough.

What draws me to [Company] specifically is [something real — their product, mission, how they work remote, a value they state publicly] — it lines up with how I want to do my best work.

Closing: restate interest, make it easy for them to act, thank them.

I'd welcome the chance to talk about how I can contribute to [Company]. Thank you for your time and consideration.

Sincerely,

[Your Name]

Tips: Keep this to one page. Swap every [bracket] before sending — a leftover bracket is an instant red flag to a hiring manager. Save the file as "FirstName LastName Cover Letter — Company.pdf", not "cover letter FINAL v3.docx".