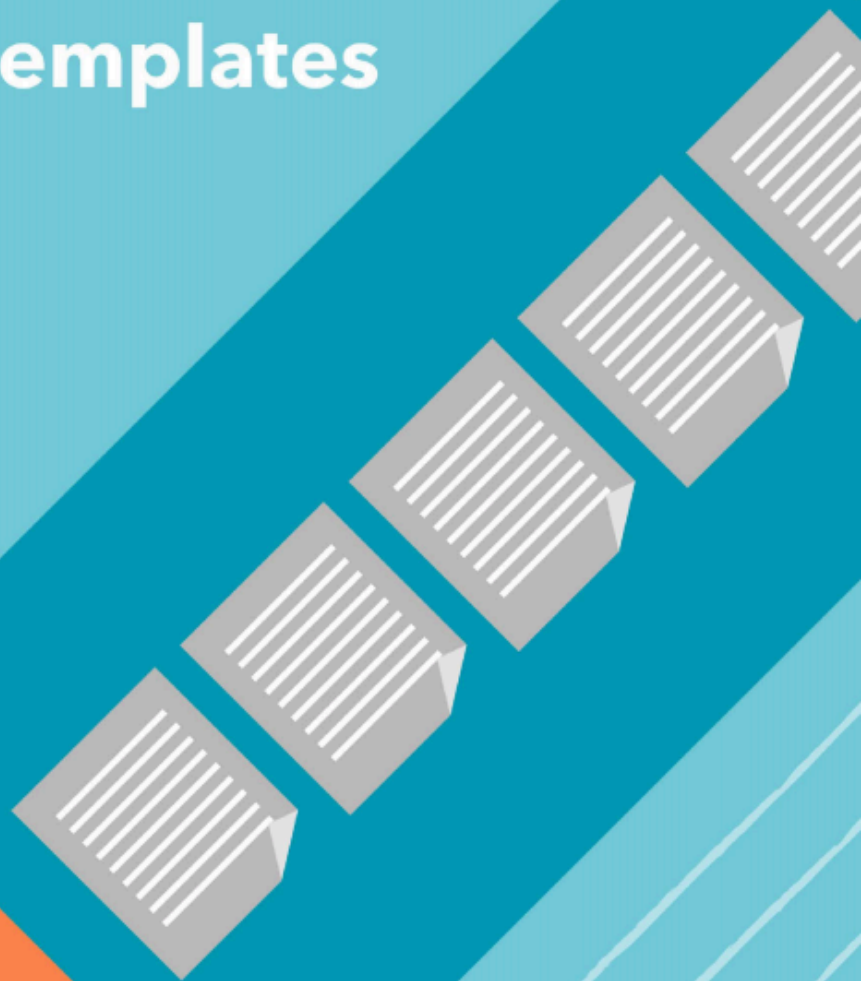




5 Professional Cover Letter Templates



Hi There.
Thanks for Downloading This Resource.



How to Use This Template

This template contains prompts for professional cover letter templates. When carefully crafted, your cover letter should leave a hiring manager with a positive and memorable impression of you – something a resume alone won't always do.

Words in [brackets] are meant to be replaced with information about yourself and the reason(s) for your application.

The text that exists outside of the brackets is also meant to serve as a foundation for writing your letter. We encourage you to add, delete, or change any of the pre-written sections to ensure a personalized cover letter.

Once you're ready to begin, copy the template of your choosing, paste it onto Word or a new Google doc, save it as its own file, and send it to the companies to which you are applying.

Template #1: Standard Cover Letter

[Your Name]

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

[Date]

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

Dear [Hiring Manager Name],

My name is [Your Name] and I am a seasoned [Industry or Trade] 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] achieve [Desired Goal of Role].

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 at [Phone Number] or email at [Email Address] if you'd like to speak about my experience in more detail.

Thank you for your consideration.

Best,
[Your Name Here]

Template #2: Data-Driven Cover Letter

[Your Name]
[Street Address]
[City, State, Zip Code]
[Email Address] | [Phone Number]

[Date]

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

Dear [Hiring Manager Name],

My name is [Your Name] and I am an [Industry or Trade] professional working as a [Current Title] at [Current Company]. I am reaching out to express my interest in the [Position] role at [Company Name].

In my current position, I have played an instrumental part in [Action #1], [Action #2], and [Action #3]. With a commitment to solving for [Business Need], I have developed a strategy that has helped the company achieve:

- [Statistic #1].
- [Statistic #2].
- [Statistic #3].

After reviewing the job description for the [Job Title] position at your company, I am eager to apply my experience to help your [Department] team uncover and execute on [Business Need #1], [Business Need #2], and [Business Need #3]. I am confident that my [Area of Expertise] skills and knowledge of the [Industry] space positions me as an ideal candidate.

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

Best Regards,
[Your Name Here]

Template #3: Entry-Level Cover Letter

[Your Name]
[Street Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Dear [Hiring Manager Name],

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/Themselves] on the ability to [Action #1], [Action #2], and [Action #3].

After obtaining a [Major/Degree Type] degree from [School], I've continued to develop my [Industry] knowledge through [Internship/Extracurricular/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 Name]

Template #4: Referral Cover Letter

[Your Name]
[Street Address]
[City, State, Zip Code]
[Email Address] | [Phone Number]

[Date]

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

Dear [Hiring Manager Name],

My name is [Your Name]. [Referrer Name], [Referrer Name's Job Title], suggested that I reach out regarding the [Job Title] position that [Company Name] is looking to fill. [Referrer Name] flagged this opportunity for me upon realizing that my [Industry] experience aligns seamlessly with the qualifications for the opportunity at hand.

After working as a [Current Job Title] for a [Industry] company for [Number] years, I am ready to transition into a position that presents an exciting new set of challenges. While my time at [Current Company] has led me to career milestones such as [Milestone/Achievement #1], [Milestone/Achievement #2], and [Milestone/Achievement #3], I'm excited by [Company Name]'s need for [Business Need #1] and [Business Need #2].

I feel confident that my ability to [Skill #1] and [Skill #2] would enable me to ramp up quickly in this position so that I could begin making an impact as soon as possible.

For more information regarding my qualifications, see my attached resume. I would greatly appreciate an opportunity to discuss this position in more detail.

Thank you for considering my application.

Sincerely,
[Your Name]

Template #5: Skimmable Cover Letter

[Your Name]
[Street Address] | [City, State, Zip Code] | [Email Address] | [Phone Number]

[Date]

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

Dear [Hiring Manager Name],

My name is [Your Name] and I am reaching out to express my interest in the [Job Title] position at [Company Name].

With more than [Number] years of experience in the [Industry] space and a passion for [Area of Related Expertise], I feel that I am uniquely qualified to exceed expectations in the [Job Title] role.

To further illustrate my abilities, I’ve mapped out how my experience directly pertains to the skills and qualifications you are searching for in an ideal candidate:

Job Title Qualifications	Your Related Experience
[Qualification #1]	[Relevant Experience]
[Qualification #2]	[Relevant Experience]
[Qualification #3]	[Relevant Experience]

If you’re interested in connecting in person or over the phone, I’d be delighted to discuss my experience in more detail.

Thanks in advance for your time and consideration.

Looking forward to hearing from you,
[Your Name]