

Cover Letter

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised on [Where You Found the Job Posting]. With a strong background in [Your Industry/Field], I am excited about the opportunity to contribute to a company that values [Specific Company Values].

Throughout my career, I have consistently demonstrated [Skill/Experience] that aligns with [Company's Name]'s commitment to [Specific Company Value]. For instance, while working at [Your Previous Company], I successfully [Achievement or Task related to Company's Value]. This experience has equipped me with the [Related Skill or Quality] that I believe would be valuable to your team.

I admire [Company's Name] for its dedication to [Another Company Value or Mission], and I am particularly drawn to [Specific Project, Initiative, or Aspect of Company]. I am eager to bring my expertise in [Your Area of Expertise] to support these initiatives and further [Company's Goal related to Values].

Thank you for considering my application. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms can be in alignment with the values and goals of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,
[Your Name]