[Your Name]

[Street Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Dear [Hiring Manager]:

In response to your advertisement in [PUBLICATION OR WEBSITE] dated [DATE], I would like to apply for the position of **[JOB TITLE]**.

I am a [QUALIFIED or CERTIFIED] [JOB TITLE] with a [DEGREE] in [FIELD OF STUDY] and [YEARS OR MONTHS] professional experience. My experience and academic study gave me a thorough understanding in the areas of [JOB DUTY] , [JOB RESPONSIBILITY], [AREA OF EXPERTISE], and [SKILL].

I received various awards and commendations for:

* [CONSISTENTLY REACHING SALES TARGETS]
* [INCREASING PROFITS BY 200%]
* [IMPLEMENTING EFFICIENT METHODS OF QUALITY CONTROL]
* [LEADERSHIP]

Currently I work as [JOB TITLE] at [COMPANY NAME], [CITY] . My work involves [JOB DUTY], [JOB DUTY], and [JOB DUTY]. I am also responsible for [JOB DUTY] and [JOB DUTY]. My work resulted in [ACHIEVEMENTS], [ACHIEVEMENTS], and [ACHIEVEMENTS].

I am [SKILL] and have excellent [AREA OF EXPERTISE] Skills. I can [ABILITY] and [ABILITY]. My skills and experience qualify me for this job.

I am attaching my [CV or RESUME] and look forward to a positive response. You may reach me at [EMAIL] or [PHONE NUMBER].

Sincerely,

[Your Name]

[Instructions: Customize the Cover Letter Template to your career situation, substituting fields with relevant details. Delete lines or rearrange as needed. Include only the most important details about your education and work experience. You may use bullet points where needed or remove the included bullet list and use a paragraph format instead.]

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SAMPLE COVER LETTER

In response to your advertisement, I am applying for the position of **Business Development and Marketing Manager**.

I am an MBA graduate with more than eight years’ experience in senior management and business development positions. Currently I oversee my family business as a side project. My work includes: overseeing the management of the companies, planning and budgeting, creating strategies for business development and marketing, and communicating with internal and external parties.

In addition to managing my family business, I also have a track record of working in senior executive positions at major banks including BOA and Chase Manhattan.

I have excellent communication and relationship building skills and have the expertise to manage companies to success. My skills and experience make me an ideal candidate for this position.

I am attaching my CV for your consideration and look forward to a positive response.

Sincerely,