

General Cover Letter Sample



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167 Roosevelt Ave., Jersey City, NJ 07097

[Today's Date]

[Hiring Manager's Name]

[Company Address]

[City, State ZIP]

[Phone Number]

[Email Address]

Dear [Mr./Ms./Mrs.] [Hiring Manager's Surname],

I was excited to see your listing for the [Position Name] position at [Company Name] on [Website Name] recently. As a dynamic [Your Occupation] with [# Years] of professional experience doing [Primary Work Task] in order to drive results, I'm confident that I would be a valuable asset to your team.

Your job listing mentions a need for someone knowledgeable in [Area of Expertise], which is an area I have extensive experience in. I'm currently employed at [Current Company Name], where I've honed my skills doing [Relevant Tasks Performed]. While employed here, I have successfully raised our [Achievement] by [%] over the course of [Time Period], contributing substantially to the department's annual goals.

I'm confident that my proven track record of excellent work ethic, unparalleled attention to detail, and knack for [Relevant Skill] will make me an immediate asset at [Company Name], and allow me to contribute to the team's success.

I look forward to discussing the [Position Name] position and my qualifications with you in more detail. I'm available to talk at your soonest convenience. I'll be in touch next week to follow up, just to make sure you've received my application.

Thank you so much for your time and consideration.

Sincerely,

[Your Name]