

GENERAL COVER LETTER



your.name@gmail.com

(XXX) XXX-XXXX

142 Your Address, City Name, CA XXXXX

Oct 30, 2018

Hiring Manager’s Name

341 Company Address

Palo Alto, California 94301

(xxx) xxx-xxxx

hiring.manager@gmail.com

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]

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this cover letter template work perfectly. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your cover letter, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality cover letter that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=CL_Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads). (Yep, they can also help you with your resume!)

Or, here’s some other content that might help you finish your cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a resume.**

* [Free Resume Builder](https://resumegenius.com/?utm_source=CL_Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=CL_Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=CL_Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)