

Date

Hiring Manager,

XYZ Company

Address

Dear Hiring Manager,

I have the relevant experience, analytical skills and passion to excel as an ____ at ____.

I have a **[INSERT QUALIFICATION/DEGREE HERE]** from ____ University and have worked in similar jobs in the past that qualifies me to apply for this position.

As a **[INSERT YOUR PAST ROLE]** at **[INSERT YOUR PAST WORKPLACE]**, I have experienced first-hand **[INSERT EXPERIENCE HERE]**, I have gained valuable insights **[INSERT LEARNINGS FROM EXPERIENCE HERE]**. **Use this part of your cover letter to talk about your experiences and your learnings.**

My work experiences have taught me to be solution-oriented, and self-driven. My goal is to assume a role where I can leverage these skills to deliver impact through the work your company does.. Therefore, I would appreciate the chance to discuss my candidacy for the ____ role at _____. I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Full Name

Your Contact Details