

Cover Letter Template

Free for every job seeker. No catch.

A cover letter has one job: make them want to read your resume. Keep it under 250 words. Replace everything in [brackets]. Delete these gray instruction lines before sending.

The Template

[Your Name]

[City, Country] | [Email] | [Phone]

[Date]

[Hiring Manager Name or “Hiring Team”]

[Company Name]

Re: [Exact Job Title] — Application

Paragraph 1 — Why this role (3 lines max)

I’m applying for the [Job Title] role at [Company]. With [X] years in [your field], including [one standout achievement relevant to this role], I’m excited by [one specific thing about the company or role — show you did homework].

Paragraph 2 — Why you (4–5 lines)

In my current/most recent role as [Title] at [Company], I [achievement with a number]. I also [second relevant achievement]. What I bring to [Company] is [the 2–3 skills from the posting you match best] — backed by [years] of doing exactly that kind of work.

Paragraph 3 — The close (2 lines)

I’d welcome the chance to discuss how I can contribute to [team/company goal]. Thank you for your time and consideration.

Sincerely,

[Your Name]

Rules that matter

- **Short.** Never exceed one page. Half a page is ideal.
- **Keyword-match.** Mirror 2–3 phrases from the job posting — it shows fit and helps with screening.
- **No filler.** “I’m a hard worker and fast learner” says nothing. One specific achievement says everything.

- **A name.** If you can find the hiring manager's name, use it. "Dear Hiring Team" beats "To Whom It May Concern".
- **PDF.** Save and send as PDF unless they ask for Word.