***Cover Letter Template & Sample***

***Template***

Dear [Hiring Manager’s Name],

Please accept the attached resume in response to your job posting for [Job Posting Title (Job ID #)]. As you’ll see, my background is an excellent fit for the job, especially since it entails [main skill requirement that matches your background] and [second major skill requirement that matches your background].

My experience includes well over [#of years] in [your field/industry]. [Add something about what makes you unique and stand out in your role/field.] I look forward to seeing how I can bring my experience and energy to meet XYZ Company’s needs.

Based on your ad, here are a few examples of matching points:

|  |  |
| --- | --- |
| You Require: | My Experience: |
| * Key need/requirement in the job description
 | * Accomplishment
 |
| * Key need/requirement in the job description
 | * Accomplishment
 |
| * Key need/requirement in the job description
 | * Accomplishment
 |

Feel free to call me anytime at \_\_\_\_\_\_\_\_\_\_ or email me at \_\_\_\_\_\_\_\_ to arrange a mutually convenient time to meet. If I don’t hear from you during the next week, I’ll follow up to be sure you have received my information. I look forward to meeting with you soon!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Sample using the template above***

Dear Tom,

Please accept the attached resume in response to your job posting for Sales Executive (Job ID #). As you’ll see, my background is an excellent fit for the job, especially since it entails doing in-depth needs analysis with buyers and establishing long-term relationships.

My experience includes well over 15 years in sales. Customers have always commented on my commitment, personal touch, and enthusiasm throughout the duration of their projects. I look forward to seeing how I can bring my experience and energy to meet XYZ Company’s needs.

|  |  |
| --- | --- |
| You Require: | My Experience: |
| * Needs analysis experience with buyers
 | * 15+ years experience conducting sales needs analyses with prospects and clients, resulting in frequently being called on to train and mentor other members of the sales team on my method.
 |
| * Establishing long-term relationships
 | * Won Client X’s business and serviced the account for 7 years.
 |
| * Sales closing ability
 | * Closed 10 major accounts, which generated an increase of $1.5M in total annual revenue.
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Feel free to call me anytime at 555-555-5555 or email me at me@email.com to arrange a mutually convenient time to meet. If I don’t hear from you during the next week, I’ll follow up to be sure you have received my information. I look forward to meeting with you soon!

Sincerely,