horizontal line

Short Resume Cover Letter

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Hiring Manager’s Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]

**Dear [Hiring Manager’s Name],**

Please consider this letter my application for the [Job Title] role at [Company Name]. With a strong foundation in [related field], I bring a proactive attitude and a focus on quality to every project.

My time at [Previous Company or School] allowed me to gain valuable experience in [mention relevant skills], which I believe would be beneficial in this role. I am especially drawn to [Company Name] because of its reputation for [mention specific value or attribute of the company].

I welcome the opportunity to discuss how my background and skills align with your team’s needs. Thank you for your time and consideration.

**Best regards,**[Your Name]