
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]