

Simple 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],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised. With a strong background in [relevant skills or experiences], I am confident in my ability to contribute effectively to your team.

Throughout my previous role(s) at [Previous Company], I developed expertise in [mention any skills or achievements relevant to the job]. I value clear communication, teamwork, and strive to contribute positively in all my professional interactions. This aligns with the values I admire in [Company Name].

I am enthusiastic about the prospect of contributing to your team and am eager to discuss how my background may benefit [Company Name]. Thank you for considering my application. I look forward to the opportunity for further discussion.

Sincerely,

[Your Name]