**[Date]**

**[Company Name]**

Application for position of **[insert name of position]**

To Whom It May Concern,

I was thrilled when I saw the job opening at your company. My industry experience, growth mind set, and commitment to achieving results, make me a perfect fit for the advertised position. I believe I would be a valuable addition to the team.

I’m able to complete tasks with minimal supervision and work well on my own, but also enjoy collaborating with others. I carry out my duties to the best of my ability, while always adhering to time constraints. I pride myself on not missing deadlines, and gladly work longer hours when required. My excellent communication skills, positive attitude, and willingness to assist colleagues wherever possible, make me an easy person to work with.

I’ve attached my resume that contains further details regarding my skills, experience, and qualifications. Please let me know if there’s anything else you require.

I would appreciate the opportunity to discuss this position in greater detail.

Thank you for your consideration.

Sincerely,

**[Insert name]**

**[NB: Please delete the “Cover Letter Template” heading in red at the top of this page, and the footer below before submitting your cover letter!]**