**[Date]**

**[Company Name]**

Dedicated **[insert title]** seeks position at **[insert company/organization/institution’s name]**

Dear **[insert Hiring Manager’s title and last name or their first name],**

I’ve worked as a **[insert title]** for **[insert time period in years]** and was thrilled to learn of the **[insert position at the company/organization/institution]**. My expert knowledge in [**mention specific industry knowledge the role requires]** and extensive practical experience will greatly benefit **[insert name of company/organization/institution]**.

In my current position as [insert current job title], I’ve improved my **[insert relevant skills]** through **[mention a few notable duties or projects you’ve been involved in]**. I have a strong growth mind set and continued my training after leaving college. Recently I finished **[mention relevant certifications/workshops/training]**, which has helped me **[mention how the training has helped you benefit the company/organization/institution you currently work for]**.

Some of my achievements include **[mention important milestones and accomplishments, backed up by statistics and percentages, if possible]**. I was very impressed to hear of your **[mention an important milestone or award the company/organization/institution has achieved]**. **[Name of company/organization/institution]** is doing great work and I’d love nothing more than to help you achieve your goals. I already have some ideas I’d like to discuss with you.

My resume and **[mention any other documents required]** are attached for your consideration.

Sincerely,

**[Insert name]**

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