

SAMPLE COVER LETTER

Dear Hiring Manager,

I am excited to be applying for the _____ position at _____. This position would help set me on the right path to achieve my career goals. In this new role, I am willing to work diligently to meet the needs of the company and to become a productive part of the team as quickly as possible. My previous experience makes me an ideal candidate for this position, and I hope to be given an opportunity to show the team firsthand what an asset I can be.

Thank you for your time and consideration. I am looking forward to learning more about the _____ position and about _____. I look forward to hearing back from you.

Sincerely,