Application Cover-Letter Template

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Use only when requested or useful. A cover letter does not substitute for required experience in the resume. Replace bracketed fields and remove instructions before submitting.

[Your name]

[City and state] | [Phone] | [Professional email]

[Date]

Dear [Hiring manager or hiring team],

I am applying for [exact title and announcement number, when applicable]. My experience in [specific relevant area] aligns with your need for [requirement supported by your background].

In [role or project], I [specific action]. This resulted in [truthful, supportable outcome]. I also [second relevant example, if it adds something different]. These experiences developed my ability to [relevant competency].

I am interested in [specific, accurate reason for this organization or role]. Thank you for considering my application. I can be reached at [contact information].

Sincerely,

[Your name]

Final review

Keep it concise, generally one page. Confirm the recipient, title and announcement number. Remove unsupported metrics and copied sample history. Follow the requested format; omit sensitive personal information. Do not claim a license, hiring eligibility or clearance you do not hold.