



HubSpot

5 Professional Cover Letter Templates

Love it or hate it, the cover letter often still plays a fundamental part in the hiring process. When carefully crafted, your cover letter should leave a hiring manager with a positive and memorable impression of you — something a resume alone won't always do.

From a recruitment standpoint, the cover letter serves as an opportunity to better understand a candidate's skills and qualifications, while also demonstrating their willingness to put in the extra effort.

Trouble is, writing about yourself and your accomplishments can often feel awkward. And as a result, the cover letter creation process can leave you staring at a blinking cursor for hours, days ... or worse, weeks.

But with job market competition and hiring timelines in mind, there's no room for this type of slow down. (You needed to get your name in the hat yesterday.)

That's why we put together five cover letter templates designed to serve as a starting point for your efforts. With the flexibility to tailor each template to your unique experience, you're bound to save yourself time and energy in the writing process – time that you can reallocate towards preparing for the slew of interviews you're sure to land.

To get started with these templates:

Copy & paste the text into your own document and edit to your heart's content.

Template #1: Standard Cover Letter

YOUR NAME HERE

Street Address | City, State, Zip Code | Email | Phone Number

DATE

Hiring Manager Name

Company Name

Street Address

City, State, Zip Code

Dear [hiring manager name here],

My name is [your name here] and I am a seasoned [industry or trade here] professional with over [number] years of experience. I recently came across your [job title] posting on [where you found it] and I'm writing to express my interest in helping [company name here] achieve [xyz].

In my current role as a [your current role] at [your current company], I am responsible for [responsibility #1], [responsibility #2], and [responsibility #3]. The professional experience I've gained during my time here has helped me to [achievement #1] and [achievement #2], while improving my overall [focus area] knowledge.

Prior to this position, I spent [number] years working as a [previous role] for [previous company]. In this role, I was tasked with a handful of unique challenges, including [challenge #1] and [challenge #2]. Over the course of my time there, I was able to overcome and redefine these challenges by [action #1], [action #2], and [action #3].

I've attached my resume for further review. Please do not hesitate to reach out via phone or email if you'd like to speak about my experience in more detail: [email address] and [phone number].

Thank you for your consideration.

Best,

[your name here]

Template #2: Data-Driven Cover Letter

YOUR NAME HERE

Street Address

City, State, Zip Code

Email | Phone Number

DATE

Hiring Manager Name

Company Name

Street Address

City, State, Zip Code

Dear [hiring manager name here],

My name is _____ and I am a _____ professional currently working as a _____ at _____. I am reaching out to express my interest in the _____ position at _____.

I currently work as a [job title] at a [industry] company based in [location]. In this role, I have played an instrumental part in [action #1], [action #2], and [action #3]. With a commitment to solving for [business need], I've developed a strategy that has helped the company achieve:

- [statistic]
- [statistic]
- [statistic]

After reviewing the job description for the [job title] position at your company, I am eager to apply this experience to help your [department] team uncover and execute on [business need #1], [business need #2], and [business need #3]. I feel confident that my [area of expertise] skills and knowledge of the [industry] space positions me as a _____.

Attached is my resume, which further details my qualifications. Thank you for taking the time to review my application, and I look forward to speaking with you about this exciting opportunity.

Best Regards,
[your name here]

Template #3: Entry-Level Cover Letter

YOUR NAME HERE

Street Address

City, State, Zip Code

Email | Phone Number

DATE

Hiring Manager Name

Company Name

Street Address

City, State, Zip Code

Dear [hiring manager name here],

My name is [your name] and I am reaching out to express my interest in the [job title] position at [company name].

I am a [adjective #1], [adjective #2] professional who prides [himself/herself/themself] on the ability to [action #1], [action #2], and [action #3].

After completing a [specialty] degree from [school] in [month + year], I've continued to develop my [industry] knowledge through [internship/extra curricular/side project/etc.]. What I lack in terms of actual career experience in [industry], I believe I make up for in my [skill #1], as well as my [skill #2].

As I look forward to my next chapter, I hope to apply my experience and perspective to help the [company name] team hit and exceed goals. I admire [company name]'s commitment to [business priority] and feel passionate about your mission to [company mission here].

Attached is my resume for further review. I would relish the opportunity to grow my career at [company name] and hope to connect soon to discuss my qualifications.

Thanks in advance for your time and consideration,
[your name here]

Template #4: Referral Cover Letter

YOUR NAME HERE

Street Address
City, State, Zip Code
Email | Phone Number

DATE

Hiring Manager Name

Company Name

Street Address

City, State, Zip Code

Dear [hiring manager name here],

My name is [your name]. [Referral name], [Referral name's job title], suggested that I reach out regarding the [job title] position that [company name] is looking to fill. [Referral name] flagged this opportunity for me upon realizing that my [industry] experience aligns seamlessly with the qualifications for the opportunity at hand.

After working as a [current job title] for a [industry] company for [number] years, I am ready to transition into a position that presents an exciting new set of challenges. While my time at [current company] has led me to career milestones such as [milestone/achievement #1], [milestone/achievement #2], and [milestone/achievement #3], I'm excited by [company name]'s need for [business need #1] and [business need #2].

I feel confident that my ability to [skill #1] and [skill #2] would enable me to ramp up quickly in this position so that I could begin making an impact as soon as possible.

For more information regarding my qualifications, see my attached resume. I would greatly appreciate an opportunity to discuss this position in more detail.

Thank you for considering my application.

Sincerely,

[your name here]

Template #5: Skimmable Cover Letter

YOUR NAME HERE

Street Address | City, State, Zip Code | Email | Phone Number

DATE**Hiring Manager Name****Company Name****Street Address****City, State, Zip Code**

Dear [hiring manager name here],

My name is [your name] and I am reaching out to express my interest in the [job title] position at [company name].

With over [number] years of experience in the [industry] space and a passion for [area of related expertise], I feel that I am uniquely qualified to exceed expectations in the [job title] role.

To further illustrate my abilities, I've mapped out how my experience directly pertains to the skills and qualifications you are searching for in an ideal candidate:

Job Title Qualifications	Your Related Experience
Qualification #1	Your experience here.
Qualification #2	Your experience here.
Qualification #3	Your experience here.
Qualification #4	Your experience here.

If you're interested in connecting in person or over the phone, I'd be delighted to discuss my experience in more detail.

Thanks in advance for your time and consideration.

Looking forward to hearing from you,
[your name here]