

Application/Cover letter template:

[Your name]

[Email]

[Address]

[Phone number]

[Date]

Dear [Hiring manager's name],

I would like to communicate my sincere interest in the [position] posting with [company name] that I found on [how you found out about the position]. While reviewing your company website, I noticed that your firm is an [compliment them on awards, philanthropy, innovation, being an industry leader]. I am particularly interested in working with you in [specific area/department] because I also find [what you find interesting or inspiring about the company] to be the most important factor in marketing and business.

My keen [skills] are well demonstrated in my over [how many years you've worked] in [areas you've worked in]. Currently, I work as a [position], focusing on [important projects] where my attention to detail and [other skills] were essential to the success of my team and [project, challenge, task].

I have acquired an understanding of [concepts or responsibilities required in job description], as well as how to meet and exceed [goals, standards] set by the companies I have had the pleasure of working for.

I believe I am prepared to handle the exciting challenges this position presents, and I hope you allow me to further discuss my qualifications with you in an interview. I have attached a copy of my resume to this application for your review. Please let me know if you require additional information.

Thank you for your time and consideration.

Regards,

[Your name]