

# Simple Cover Letter Template

Name | Phone | Email | Location Date

Hiring Manager's Name Company Name

Dear Hiring Manager,

I am applying for the [Job Title] position at [Company Name]. I believe my skills match the role well. I have experience in [your main skill or field] and I am confident I can support daily tasks and learn quickly.

In my past work or projects, I have shown strong skills in [two or three skills]. I enjoy working with a team, and I am comfortable with tasks that need focus and clear communication. I am eager to bring my skills and energy to your company.

Thank you for reviewing my application. I would be happy to discuss how I can contribute to your team.

Sincerely, Your Name