Cover Letter Template

<<DATE>>

<<SUBJECT:>>

Hello <<RECRUITER or HIRING MANAGER TEAM>>,

I am excited to submit my application for the <<JOB TITLE>> with <COMPANY NAME>>. After a careful review of the job positing, I believe that my education, experience, and desire to contribute to an innovative company will make me an ideal candidate for this position.

Having recently completed my <<ENTER PROGRAM>> through << ENTER INSITIUTION>> I am ready to begin my career as a <<ENTER POSITION>>. I feel that that the knowledge gained through my recent education combined with my <<REFERENCE A SKILL and/or YEARS EXPERINECE IN A SPECIFIC AREA>> will allow me to quickly contribute and grow with your organization.

The job positing indicates that you’re looking for a candidate with <<REFERENCE ONE OR TWO POINTS FROM THE JOB DESCRIPTION>>, here is why I’m qualified to fulfill these requirements:

* <<QUALIFICAITON ONE>>
* <<QUALIFICATION TWO>>
* <<QUALIFICATION THREE>>

You can learn more about these qualification and other relevant experience on my enclosed resume.

I’m excited to put my skills and experience to work at <<COMPANY NAME>>. I welcome the opportunity to discuss my qualifications with you in more detail and can be reached at <<PHONE NUMBER>> or <<EMAIL ADDRESS>>.

Thank you for your time and consideration.

Sincerely,

<<CANDIDATE NAME>>

**EXAMPLE ONLY (New Grad)**

March 27, 2023

JUNIOR FRONT END DEVELOPER POSITION WITH ACME CO.

Hello Jenny and team,

I am excited to submit my application for the Junior Front End Developer role with ACME CO. After a careful review of the job positing, I believe that my education, experience, and desire to contribute to an innovative company will make me an ideal candidate for this position.

Having recently completed diploma in Information Technology: Programmer-Analyst through NBCC I am ready to being my career as a front-end developer. I feel that that the knowledge gained through my recent education combined with my hands on project experience and skills gained through part-time customer service roles will allow me to quickly contribute and grow with your organization.

The job position indicates that you’re looking for a candidate with 1-3 years of front-end development experience here is why I’m qualified to fulfill these requirements:

* I have built three functioning applications during my NBCC program using Java, React, HTML a CSS. These applications are relevant to a business environment and can be found in my portfolio.
* During my education at NBCC I developed strong problem-solving skills along with interpersonal skills for group work which are transferrable to this role.
* While in school I worked part-time and fulltime during the summer months as a servicer at Back Yard BBQ. Through this experience I have developed strong time management skills and customer services skill that can be transferred into any work environment.

You can learn more about these qualification and relevant experience on my enclosed resume.

I’m excited to put my skills and experience to work at ACME CO. I welcome the opportunity to discuss my qualifications with you in more detail and can be reached at (506) 555-5555 or <<jimmy@jimmysmith.com>>.

Thank you for your time and consideration.

Sincerely,

Jimmy Smith