

Cover letter template (CV letter)

[Your name]
[Email] | [Phone] | [Location]
[Date]
[Hiring manager]
[Company]

Dear [Hiring manager],

I am applying for [role] at [company]. My experience in [relevant area] matches the position.

In [role or project], I [action] and achieved [verifiable result]. I would bring this experience to [relevant team goal].

Thank you for considering my application. I would welcome the opportunity to discuss the role.

Sincerely,
[Your name]