

## Simple Cover Letter Sample

Date

Recipient Name

Title

Company Name

Street Address

City, State, Zip

Dear Recipient Name:

I am writing to you in response to your recent advertisement for the position of <position title>. I feel that my background and experience can offer a great fit for this role. I have superior skills and a proven track record in similar positions.

I offer the following experience:

<List a brief few bullet points on major accomplishments, functions, and skills that you offer>

1. Skill
2. Experience
3. Accomplishments

I have attached my resume for your review. If you have any questions about my background, please feel free to contact me. I look forward to hearing from you soon and perhaps scheduling an interview.

Sincerely,

[Your name]