

Professional Cover Letter Template

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Position Title] position at [Company Name] as advertised on [Job Board/Company Website]. With a background in [Your Field/Industry] and proven experience in [relevant skills or industries], I am confident that my expertise and commitment would make me a valuable addition to your team.

In my previous roles at [Previous Company] and [Another Previous Company], I have successfully [describe key achievements, responsibilities, or impactful projects]. My skills in [list relevant skills or competencies] have enabled me to contribute effectively to organizational objectives while fostering professional growth.

Salary Expectation

Regarding compensation, based on my experience, market research, and the requirements of the [Position Title] role, my salary expectation is in the range of [insert your desired salary or range] per year. I am open to discussing these expectations in the context of the overall benefits package and opportunities for growth at [Company Name].

Closing

I am excited about the opportunity to contribute to [Company Name] and help drive [mention a relevant company goal or value]. Thank you for considering my application. I look forward to the possibility of discussing my qualifications further.

Sincerely,
[Your Name]