

**Tip:** Always copy and paste this text directly into an email or web messaging system to ensure that the recipient can read instantly. **Never** attach your cover letter as a separate document.

Hi (name)

I am interested

Although I am not currently in (add relevant experience), which could be a great fit for your team.

I am also currently working on my (add relevant skills) by (add relevant experience).

Please do not hesitate to contact me if you have any questions.

Kind regards,

(Name)  
(Phone)  
(Email)

Fully editable Word  
version included in the  
**Pro Job Hunter Pack**

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skills  
(add relevant skills),

qualified