

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 very interested in (role).

I possess a range of skills (list your skills and experiences) and feel that I can contribute to your team by applying for (role).

Although I have not undertaken (list relevant courses or projects) in (role) and

I'm confident I can perform the duties of (role).

Look forward to hearing from you.

Kind regards

(Name)
(Phone)
(Email)

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