4 Cover Letter Samples

Editable letters for experienced professionals and fresh graduates

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These fictional examples are starting points, not personal testimonials. Replace all placeholders and tailor each letter to a real vacancy.

1. Experienced Accounts Officer

[Date] | [Company] | [Job Title]

Dear Hiring Manager,

I am applying for the Accounts Officer position at [Company]. I have [X years] of experience preparing reconciliations, coordinating receivables and supporting month-end reporting. At [Previous Employer], I [insert one accurate, relevant accomplishment].

Your advertised requirements emphasize reporting accuracy and coordination. These are responsibilities I have handled regularly. I also use [software you genuinely know] and follow clear documentation practices.

I would appreciate the opportunity to discuss my suitability. Please find my CV attached. Thank you for considering my application.

Sincerely,
[Full Name]

2. HR and Administration Professional

[Date] | [Company] | [Job Title]

Dear Hiring Manager,

Please accept my application for the HR and Administration Officer vacancy at [Company]. My experience includes [X years] of recruitment coordination, personnel records, attendance administration and office support.

In my last position, I [describe a real process improvement, responsibility or result]. As a result, I understand the importance of accurate records, confidential handling of information and timely communication.

I am interested in this opportunity because the role combines employee support with structured administrative work. I would welcome a meeting to discuss how I could contribute.

Kind regards,
[Full Name]

3. Sales Professional

[Date] | [Company] | [Job Title]

Dear Hiring Manager,

I am writing to apply for the Sales Executive opening at [Company]. I have worked in [industry] for [X years], building customer relationships, following up on leads and preparing sales reports.

One relevant example is [insert an accurate achievement and timeframe]. I believe that this experience would help me contribute to your team's customer development goals.

I would value an opportunity to discuss the position. My CV is enclosed, and I can provide further details if required.

Regards,
[Full Name]

4. Fresh Graduate

[Date] | [Company] | [Job Title]

Dear Hiring Manager,

I recently completed a [degree] at [institution] and am applying for the [Job Title] position. During my studies, I worked on [relevant coursework or project], which helped me build [skills relevant to vacancy].

Although I have limited professional experience, I can demonstrate careful work, willingness to learn and an interest in [field]. I would appreciate the opportunity to contribute while developing under your team's guidance.

Thank you for reviewing my application and attached CV.

Sincerely,
[Full Name]