

Modern Covering Letter Format

Your Name

Email | Phone Number | City, State

Date

Hiring Manager Name

Company Name

Hi Hiring Manager,

I am excited to apply for the position at your company. I was attracted to this role because it allows me to use my skills in a meaningful way, while also learning and growing. I enjoy working in environments where new ideas and fresh approaches are encouraged.

I have experience in communication, teamwork, and problem solving. In my past roles, I handled tasks with responsibility and always aimed to deliver the best results. I enjoy learning new skills, adapting to challenges, and staying productive in fast-moving workplaces.

What interests me the most about this opportunity is the chance to contribute to a team that values innovation and quality. I believe I can bring a combination of practical skills, dedication, and a positive attitude that would benefit your company.

Thank you for reviewing my application. I would love the chance to talk more about how I can add value to your team.

Best regards,

Your Name

