

YOUR FULL NAME

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[Today's Date]

[Hiring Manager's Name]

[Job Title of Hiring Manager]

[Company Name]

[Company Address, City]

Dear [Mr./Ms./Mx. Surname / Hiring Manager],

Opening Paragraph: State the position you are applying for and where you found the job listing. Add one compelling sentence about why you are an ideal candidate. Example: *I am writing to express my strong interest in the [Job Title] position advertised on [Platform]. As a recent [Qualification] graduate with hands-on experience in [relevant area], I am confident in my ability to contribute meaningfully to [Company Name].*

Body Paragraph 1 – Your Relevant Skills & Experience: Highlight 2–3 key skills or experiences that directly match the job requirements. Reference specific achievements using numbers or outcomes where possible. Example: *During my internship at [Company], I [specific achievement]. This experience developed my ability to [relevant skill], which I believe will be directly valuable in this role.*

Body Paragraph 2 – Why This Company: Show that you have researched the company. Mention a specific value, project, or goal of the company and explain how it aligns with your own. Example: *[Company Name]'s commitment to [company value/initiative] strongly resonates with my own professional values. I am drawn to your approach to [specific area] and would be proud to be part of a team that [key company achievement or culture point].*

Closing Paragraph: Express enthusiasm and request an interview. Keep it confident but not desperate. Example: *I am excited about the possibility of joining [Company Name] and would welcome the opportunity to discuss how I can contribute to your team. I have attached my CV for your review and am available for an interview at your earliest convenience.*

Yours sincerely,

[Your Full Name]

IgniteShift Solutions Tip: Keep your cover letter to one page. Use the same font and style as your CV for a consistent personal brand.