**Candidate Cover Letter Template**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
  
[Hiring Manager’s Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
  
Dear [Hiring Manager’s Name],  
  
Paragraph 1: Introduction and Interest  
Begin with a strong opening sentence that states the position you are applying for and how you found the opportunity. Mention your enthusiasm for the role and the company, and briefly highlight one key reason why you’re a great fit. For example: “As a dedicated [Your Profession/Field] with [X years] of experience, I am excited to apply for the [Job Title] role at [Company Name]. Your commitment to [specific company value or mission] resonates deeply with my professional values.”  
  
Paragraph 2: Showcase Skills and Experience  
In the second paragraph, connect your skills, experiences, and achievements to the requirements of the job. Highlight specific accomplishments that demonstrate your ability to excel in the role. Use metrics or examples when possible to provide tangible evidence of your impact. For example: “In my previous role at [Previous Company], I spearheaded [specific project or task], resulting in [specific outcome]. My expertise in [relevant skill] positions me to contribute meaningfully to [specific aspect of the job or company goals].”  
  
Paragraph 3: Closing and Call to Action  
Conclude with a confident and enthusiastic statement about your desire to join the team. Reaffirm your interest in the role and how you can contribute to the company’s success. Politely invite the hiring manager to discuss your qualifications further in an interview. For example: “I am eager to bring my [skills/qualities] to [Company Name] and contribute to your continued success. I would welcome the opportunity to discuss how my background aligns with your needs in more detail. Thank you for considering my application; I look forward to the possibility of joining your team.”  
  
Sincerely,  
[Your Full Name]