
Blank Cover Letter Format

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to apply for the [Job Title] position at [Company's Name] as advertised in [Job Source]. I believe my [specific skills] and experience in [field] make me a strong candidate for this role.

In my previous role at [Past Company], I was responsible for [task or duty]. This experience has honed my skills in [specific skills], which would be beneficial in the [Job Title] role.

I am particularly attracted to [Company's Name] because [specific reason]. I am confident that my skills and passion make me a strong candidate for this job.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Best regards,
[Your Name]