**Cover Letter Practice**

**Regarding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

I was excited to see your organization’s job posting for **a/an** **Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and, given my (**transferable skill/transferable experience):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, know that I would excel in this role. Please accept this cover letter and the accompanying résumé for review and consideration.

As a (**strength 1):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and (**strength 2):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** individualwith excellent communication skills, I will serve your company and its clientele well as **a/an Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. My extensive (**Experience Type):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** expertise and knowledge of the (**Career/Field Type)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** industry will allow me to quickly adapt to your company’s procedures while my practical and diverse experience has provided me with the foundation necessary to succeed in this field. I am also capable of:

Furthermore, my commitment to excelling in all that I do while dedicating myself to productivity and teamwork will allow me to greatly benefit (**Company Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. Professionalism, flexibility and the ability to learn and adapt quickly are also strong assets of mine which will allow me to handle the many responsibilities of **a/an** **Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. If chosen for this opportunity with your company, I will prove to be a valuable and loyal addition to your team.

I would appreciate the opportunity to discuss my qualifications further at a convenient time for you, perhaps within an interview setting. If I could provide you with any additional information, please feel free to contact me at (630) 555-5555 or at michael21farmer@gmail.com. Thank you for your time and consideration.