

A short cover letter is a concise and to-the-point document that is typically sent along with a resume or job application. It should introduce you to the employer and highlight your most relevant skills and experience. A short cover letter should be brief and focused, and should not exceed one page in length. It should focus on your most relevant skills and experience. Also, it's important to tailor your cover letter to the specific job that you are applying for, and to use a professional and courteous tone.

When writing a short cover letter, it's important to include the following details:

- Your contact information: This should include your full name, phone number, and email address.
- The date: This is the date that you are sending your cover letter.
- The employer's contact information: This should include the full name of the person you are writing to (if you know it), the company's name, and their address.
- A greeting: This should be a formal greeting, such as "Dear [Employer's Name]" or "Hello [Employer's Name]".
- The opening paragraph: This should be a short introduction that explains why you are writing and what position you are interested in.
- The body: This is the main part of the letter and should include more detailed information about your skills and experience. You should also explain why you are interested in the position and how you would be a good fit for the company. Keep this section brief and focused, and avoid repeating information that is already included in your resume.
- The closing paragraph: This should be a brief summary of your qualifications and a reiteration of your interest in the position. It should also include a call to action, such as requesting an interview or asking to schedule a meeting.

- A closing: This should be a formal closing, such as “Sincerely” or “Best regards”, followed by your full name and contact information.
- A signature: If you are sending a physical copy of the letter, you should include a handwritten signature above your typed name. If you are sending an electronic copy, you can simply type your name.

What is a Short Cover Letter Sample?

Using a cover letter sample can be a useful tool for creating a short, yet well-written cover letter. It can save you time and ensure that your short cover letter is well-organized and easy to read.

However, it’s important to remember that a cover letter sample, like the one we have provided for free below, is just a starting point. You should customize it to fit your own skills and experience, and to reflect the specific requirements of the position you are applying for.

Free Short Cover Letter Sample

[Your Name]

[Your Address]

[Your City, State Zip]

[Your Phone Number]

[Your Email]

[Date]

[Employer’s Name]

[Employer’s Address]

[Employer’s City, State Zip]

Dear [Employer's Name],

I am writing to express my interest in the [Position] role at [Company]. I believe that my skills and experiences make me an excellent fit for this opportunity and I am excited to bring my passion and dedication to the team at [Company].

As a [Previous Experience/Degree], I have developed strong [Skill] skills and have gained valuable experience in [Industry/Field]. Some specific examples of my experience in this field include:

In my current role as [Current Position] at [Current Company], I have gained experience in [Specific Responsibilities] and have consistently received positive feedback from my supervisors and colleagues for my [Specific Accomplishment].

I am confident that my skills and experiences make me a strong candidate for the [Position] role at [Company] and I am eager to contribute my strengths to the team. Thank you for considering my application. I look forward to discussing this opportunity further with you.

Sincerely,
[Your Name]

A Completed Short Cover Letter Sample

Sarah Hire
456 Prairie Avenue
New York, NY 67890
555-642-9242
zara.zoltan@example.com

January 4, 2024

Vivify Technologies
1234 Tech Street

Los Angeles, CA 12345

Dear Jane Boss,

I am writing to express my interest in the Senior Manager role at Vivify Technologies. I believe that my skills and experiences make me an excellent fit for this opportunity and I am excited to bring my passion and dedication to the team at Vivify Technologies.

As a Junior Manager, I have developed strong management skills and have gained valuable experience in Advanced Technology. Some specific examples of my experience in this field include:

In my current role as Junior Manager at Old Company, I have gained experience in managing projects and have consistently received positive feedback from my supervisors and colleagues for my ability to meet deadlines.

I am confident that my skills and experiences make me a strong candidate for the Senior Manager role at Vivify Technologies and I am eager to contribute my strengths to the team. Thank you for considering my application. I look forward to discussing this opportunity further with you.

Sincerely,
Sarah Hire