

Cover Letter Template

A simple, fill-in structure that works.

1. Opening

- ☐ Which role you are applying for
- ☐ One attention-grabbing line about your value

2. Body

- ☐ Your 2-3 most relevant achievements (with numbers)
- ☐ Why you fit this specific role

3. Company fit

- ☐ Why this company — be specific

4. Closing

- ☐ A call to action and thank you
- ☐ Keep the whole letter under one page (250-400 words)

Pair it with a resume from evalon.tech/resume