

JOB APPLICATION COVER LETTER

Applicant Information

Full Legal Name: _____

Current Address: Street Address: _____

Unit Number (if applicable): _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email Address: _____

Do you want to add another applicant (e.g., for a joint application)?

Yes No

Second Applicant's Full Legal Name: _____

Second Applicant's Current Address: Street Address:

Unit Number (if applicable): _____

City: _____

State: _____

Zip Code: _____

Second Applicant's Phone Number: _____

Second Applicant's Email Address: _____

Do you want to add a third applicant?

Yes No

Third Applicant's Full Legal Name: _____

Third Applicant's Current Address: Street Address:

Unit Number (if applicable): _____

City: _____

State: _____

Zip Code: _____

Third Applicant's Phone Number: _____

Third Applicant's Email Address: _____

Application Details

Date: _____ day of _____, 20 _____

Company/Organization Name: _____

Company Address: Street Address: _____

Unit Number (if applicable): _____

City: _____

State: _____

Zip Code: _____

Job Title: _____

Job Industry: Accounting & Finance

Administrative & Office

Construction & Skilled Trades

Customer Service

Education

Engineering

Healthcare

Hospitality & Tourism

Human Resources

Information Technology

Legal

Manufacturing

Other (please specify): _____

Job Reference or Requisition Number (if applicable): _____

Hiring Manager or Contact Person (if known): _____

Letter Content

How would you like to address the recipient?

- Dear Hiring Manager
- Dear [Name]
- To Whom It May Concern
- Dear Recruitment Team
- Other (please specify): _____

Opening Statement or Introduction:

Motivation for applying for this position:

Key qualifications for this role:

Type of experience to highlight:

- Professional work experience
- Internships
- Volunteer work
- Academic projects
- Certifications
- Awards & honors
- Other (please describe): _____

Details about your most relevant professional experience: Highest level of education completed:

- High school diploma or equivalent
- Associate degree
- Bachelor's degree
- Master's degree

- Doctorate (PhD, MD, JD, etc.)
- Professional certification
- Other (please specify): _____

Details about your most relevant education:

Do you want to list any professional certifications?

- Yes No

Relevant Certifications:

Types of skills to emphasize:

- Technical skills
- Soft skills (communication, teamwork, etc.)
- Leadership/management
- Language proficiency
- Industry-specific skills
- Other (please describe):

Description of your most relevant skills for this job: Do you want to highlight any notable achievements or awards?

- Yes No

Notable Achievements or Awards:

Do you want to mention language proficiency?

- Yes No

Languages and proficiency level:

Industry-specific keywords or phrases to include:

Do you want to mention anything specific about the company or its values?

Yes No

What you would like to mention about the company:

Are you willing to relocate for this job?

Yes No Not applicable

When are you available to start? _____

Do you want to mention your salary expectations?

Yes No

Salary Expectations: _____

How did you learn about this job opportunity?

- Company website
- Job board
- Employee referral
- Recruiter
- Social media
- Networking event
- Other (please specify): _____

Do you want to mention a referral or contact at the company?

Yes No

Name and relationship of your referral: _____

Would you like to specify your availability for interviews?

Yes No

Availability for interviews:

Do you want to customize your letter for a specific requirement or project mentioned in the job posting?

Yes No

Description of how you meet the specific requirement or can contribute to the project:

Would you like to include a brief statement on diversity, equity, or inclusion?

Yes No

Diversity, Equity, or Inclusion Statement:

Closing Statement or Call to Action:

Sincerely,

[Applicant's Full Legal Name]