**Cover Email Template - Sample**

Date

*Organisation Name*

*Hiring Manager Name*

*Hiring Manager Job Title*

**Re: Advertised Job Name &amp; Reference Number**

**Paragraph One:** I refer to our phone conversation yesterday, regarding my fit for the role of Job Title and thank you for your feedback. As discussed, my eight years in similar roles has seen me achieve the following:

* Example in SAO format of first selection criteria
* Example in SAO format of second selection criteria
* Example in SAO format of third selection criteria
* Example in SAO format of fourth selection criteria
* Example in SAO format of fifth selection criteria

**Paragraph Two**: I thrive working in a fast-paced and dynamic industry in which Company Name is a leader. I’m keenly interested in all areas of the XXXX industry and greatly value being challenged in my day to-day activities. My adaptability and XX have seen me exceed and achieve outcomes.

**Paragraph Three:** Please find attached my resume for your review. I look forward to having a detailed conversation with you about how I may contribute to Company Name’s ongoing success.

Kind Regards.

Your Name

**Cover Letter Template – Sample**

Every cover letter follows a general formula that can be adapted to the specific need. Note: Always thank the employer for time and consideration. Here’s the format:

**Date**

**Address**

**Name**

**Position Reference (job title or job reference number (if applicable)**

Paragraph one: Explain why you are writing in a way that arouses interest. Display your

knowledge of the reader’s company or group.

With the enclosed resume, I would like to express my strong interest in the Production Worker

position you are looking to fill. As a skilled, self-directed, and reliable professional with

experience performing a range of tasks to ensure top-flight accuracy, productivity, and efficiency

while ensuring compliance to all regulations and guidelines, I possess the knowledge and

experience to allow me to contribute toward the success of your company’s production line.

Paragraph two: Briefly describe your qualifications and accomplishments

My background includes successfully weighing and measuring parts, operating equipment, lifting heavy items, and packaging goods while working rapidly and collaboratively with peers and management teams. Through my experience, I have become highly skilled at adhering to internal goals and requirements while facilitating streamlined operations. Furthermore, my proven dedication to meeting—or surpassing—deadlines is sure to make an immediate and positive impact on the performance of your production team.

Paragraph three: Answer the question: Why should I hire you? Relate yourself to the company or group. (This paragraph may be omitted if you prefer a shorter letter.

The following achievements demonstrate my qualification for this position:

* Facilitating world-class product quality through close inspections and meticulous assembly on the production line for Samsung Mobile; earned multiple awards for the highest production among work shifts.
* Operating various machinery and equipment while attaching labels and directing cartons to warehouses for distribution.
* Working effectively with fellow employees on the assembly line; helping to train and mentor new production team members.
* Evaluating inbound and outgoing product shipments to ensure quality control and accuracy.
* Demonstrating superior communication, organization, time management, and problem solving abilities.

Paragraph four: Take the initiative, request action, ask for an interview, suggest a time to meet and tell the employer when you will call.

My proven ability to optimize production lines’ efficiency and team success, along with my rock- solid work ethic and my dedication to quality assurance, will contribute immensely to the success of your team.

I look forward to meeting with you to discuss in more detail how my background and qualifications can work for you. I appreciate your consideration and will call you next week to see when we might meet.

Yours Sincerely,

Name

Encl: resume