Cover letter format for experienced professionals

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Your Name]
[City] | [Phone] | [Email]
[Date]

To,
[Hiring Manager's Name]
[Company Name]

Subject: Application for [Job Title], [Reference Number if any]

Dear [Mr. / Ms. Surname],

I am writing to apply for the [Job Title] role at [Company Name]. I have spent [Number] years in [Function / Industry], most recently as [Current Designation] at [Current Company], and the responsibilities in your advertisement closely match the work I do now.

At [Current Company], I [one concrete achievement, for example, led the migration of the billing system with a team of five and delivered it in four months]. Earlier I [second achievement relevant to the new job]. These experiences taught me to [skill], which I believe would help your team with [the problem or goal in the advertisement].

I am looking to move because [honest, positive reason, for example, a larger scope for ownership]. [Company Name]'s focus on [specific thing] is one reason I am interested.

My resume is attached. I can speak to you at a time that suits you and, subject to my notice period, join [as soon as possible / by a date].

Thank you for your time.

Yours sincerely,
[Your Name]