

# The Ultimate Cover Letter Guide

**101 Sample Cover Letters For All  
Professions**

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## What is a cover letter?

Before I share with you the Ultimate Cover Letter Guide and the sample cover letters for all professions, it is important we first understand what is a cover letter.

A cover letter is a formal letter you send alongside your CV. Its purpose is to elaborate on the information contained in your CV. Unlike a CV, a cover letter lets you introduce yourself to the hiring manager, provide context for your achievements and qualifications, and explain your motivation for joining the company.

*But you can't just write a cover letter. It has to be perfect. So... How do you write the perfect cover letter, you know—the kind of letter that will make the employer call you up in the middle of the night? Don't worry I will show you exactly how to do that.*

Your aim in the cover letter is to describe how your experience, qualifications and competencies match the job for which you are applying. Think of your cover letter as an opportunity to distinguish yourself from other job seekers by highlighting what makes you the best match for the position. The cover letter, which you must complete when applying for a job is the personal introduction that accompanies your application.

## Writing the Perfect Cover Letter

A good cover letter matches the job description. It shows the employer that you are the right candidate for the job, you have previous experience performing the

listed job responsibilities and you meet the qualification. There is nothing wrong using words for the job description in your cover letter.

Below is an example of how you can match a job description and your cover letter.

Job Description	Your Cover letter
<p><b>Accountant Job Key responsibilities</b></p> <ul style="list-style-type: none"> <li>• Review &amp; establish proper accounting systems</li> <li>• Supports budget and forecasting activities</li> <li>• Liaising with internal and external auditors</li> </ul>	<p><i>(Somewhere in your cover letter you should have a statement like this)</i></p> <p>I have the ability to review and establish proper accounting systems. In my previous employment at ABC, I was involved in the liaising with internal and external auditors.</p>

## Perfect cover letter format

The following cover letter format lists the information you need to include in your cover letter while [submitting with your cv](#). Use this cover letter format as a guideline to create customized cover letters to send to employers.

**Your Contact Information**

Name  
Phone Number  
Email Address  
Date

**Employer Contact Information** (if you have it)

Name  
Title  
Company  
Address

**Salutation**

Dear Mr./Ms. Last Name, *(leave out if you don't have a contact or use Dear Hiring Manager or one of the other examples below)*

**Re: Application for The Position Of .....**

**Body of Cover Letter**

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and a call to action.

**First Paragraph**

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

**Middle Paragraph(s)**

The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your CV, not repeating it.

**Final Paragraph**

Conclude your cover letter by thanking the employer for considering you for the position. Include a call to action.

**Complimentary Close**

Respectfully yours,

**Signature**

Handwritten Signature (for a mailed letter)  
Or Electronic Signature.

## The Perfect Cover Letter Writing Quick Tips

1. It should be brief, not be longer than 3-4 paragraphs.
2. Be concise and as targeted as possible to the position for which you are applying
3. Devote a section to your achievements. Focus on what you have accomplished and achieved as opposed to what you do on a daily basis.
4. Focus on the most relevant parts of your background that relate to the job opening.
5. Always customize your cover letter to the job opening to which you are applying, especially if you are applying to more than one job
6. Avoid clichés and highlight what makes you the best match for the position
7. Address the job's needs

Write a Perfect Cover Letter in less than 8 Minutes. Use this example that has been Proven to Work. Watch these Tips from Recruiters. Fast and Easy to use formula (YouTube Video – and don't forget to subscribe to my channel)

[https://www.youtube.com/watch?v=w8\\_HjWU4Yc&list=PLWYa77401bitU3AH0ozYu\\_3AxAxxTekfC](https://www.youtube.com/watch?v=w8_HjWU4Yc&list=PLWYa77401bitU3AH0ozYu_3AxAxxTekfC)



## 101 Sample Cover letters

I have over 101 sample cover letters for you all professions. However, putting all of them in this guide would not make sense, since you only need one or two sample cover letters in your field. I'm still committed to server you, so go through the sample cover letters below, if you don't find one in your field, just send me an email asking for sample cover letters in your field and I will send them to you immediately. My email is [daniel@careerpoint.co.ke](mailto:daniel@careerpoint.co.ke)

Since the header part of your cover letter is the same, I will jump straight in to the content of the cover letter.

### Accountant Sample Cover Letter

Re: Application for the Accountant Position

I am writing to apply for the advertised Graduate Accountant position. I am a recent Bachelor of Commerce graduate with a major in Accounting, seeking the opportunity to implement my knowledge and skills and make a contribution to your organization.

I have experience in all of the areas encompassed by this role through both work and study, including accounts payable, accounts receivable, bank account reconciliations, statutory account preparation and tax compliance, including BAS, GST, payroll tax and budgets. In addition, I bring a wealth of other essential skills and qualities that I have developed through study and various work experience: teamwork and communication, time management, attention to detail, presentation skills, customer service and the ability to meet deadlines.

During my university studies, I demonstrated my ability and energy in maintaining accounting-related employment while studying full time. I believe that with my positive attitude and strong work ethic, I would be a great fit for the advertised position.

You will find me to be a positive, motivated and hard-working person who is keen to learn and contribute. Given the opportunity, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiently.

My resume is attached, and I look forward to being able to discuss the position with you further.

Yours sincerely

Your name

## Actuarial Analyst Cover Letter

Dear Hiring Manager

Upon review of your posting for a new Actuarial Analyst, I hastened to submit my CV for your consideration. With my expertise in financial analysis, statistical models, and software programs to determine probability and actual costs within the insurance industry, I feel confident that I would significantly benefit operations and profitability at Checkmate Insurance.

From developing statistical models and evaluating overall performance to conducting research and producing detailed reports, my background has prepared me to excel in this capacity. With a solid foundation in the principles of complex mathematics and business analysis, my communication, problem-solving, and time management abilities position me ready to thrive in this challenging role.

Highlights of my background include:

- Identifying both the probability of and the costs involved with events such as product failure, property damage, injury, or death in the insurance field; manipulating and analyzing complex data sets to develop annual plan liabilities and produce funding and disclosure reports.
- Monitoring indemnity and insurance provisions in contracts to achieve an equitable allocation of risk between the company and its contractors.
- Evaluating and reporting on measurable trends within claim payments to target specific areas for improvement and/or growth.
- Obtaining a Bachelor of Mathematics degree and attaining comprehensive knowledge in subjects including corporate finance, mathematical models, portfolio optimization, quantitative finance, business statistics, asset / liability management, business policy, probability, calculus, international economics, and management information systems.
- Utilizing organizational, interpersonal, and motivational skills to generate peak results and top performance levels.

With my proven experience and success in actuarial analysis, coupled with my technical aptitude and my dedication to ensuring first-rate accuracy, I believe I could swiftly surpass your expectations for this role. I look forward to discussing the position in further detail.

Thank you for your consideration.

Yours sincerely  
[Sign here]

## Administration Officer Cover Letter

Dear Mr John

As a highly qualified and enthusiastic individual with extensive work experience in the field of management and administration, I am applying for the position of Administration Officer with Sun National Bank. My strong communication, administrative, analytical and interpersonal skills combined with my Bachelor's degree in Business Administration makes me an exceptional candidate for this position.

During my various administration jobs, I have developed strong organization and time management skills which would be very useful for Sun National Bank. My strengths lie in all the administrative work that goes into making any business a success. My claim can be supported by the fact that I wrote a manual on self training of new employees which is still considered as the highest form of training material within the ABC company. I am experienced in all aspects of administrative work; handling customers, ensuring all systems within the company are running smoothly, training new employees, maintaining records and communicating with forces inside and outside the office.

Furthermore, I am a strong-minded individual who has the potential to lead the staff while exceeding the expectations of the employer. Additionally, I am very proficient in computers specifically in MS Office Suite and MS Project. My enclosed resume will provide you with the details of my qualifications and skills which would make me an asset for your company.

I would like to meet you in person to discuss further how I would utilize my capabilities to contribute to the mission of Sun National Bank. I will call your office during the coming week to see if a mutually convenient time of meeting could be arranged. In the interim, I will be available on my cell phone at (000) 999-9999 or via email at [Email].

Thank you for your time and consideration.

Yours sincerely,  
[Sign here]



## Bank Relationship Manager Cover Letter

Dear Mrs Jane

"Make a customer, not a sale." -Katherine Barchetti

Throughout my career as a bank relationship manager, I have successfully built rapport and trust with my clients by focusing on the long-term customer relationship. As a result, I have retained more than 90% of my client base over the past 15 years. My customers stay with me because they know they can count on me to deliver sound financial advice, a quick turnaround time on their requests, and "round-the-clock" customer service.

With five years' experience servicing corporations and high-net-worth individuals, and close to a decade of experience in retail banking, my product knowledge encompasses dozens of financial vehicles including loans, insurance products, non-deposit investment products, mortgages, and checking, savings, and money market accounts.

Most recently, as an Assistant Vice President and Senior Relationship Manager for Bank XYZ, I contributed to a \$25M annual team goal for account growth and retained several accounts that had previously been compromised due to servicing issues.

As a Branch Manager for ABC Bank, I catapulted my branch to #1 out of 600 in revenue growth and I led the branch that achieved the highest volume in new business loans booked.

At this juncture, I am confidentially exploring relationship manager opportunities, servicing corporate customers for another leading financial institution. Excited by the prospect of an opportunity with your company and impressed by the strength of your brand, I would welcome the chance to meet with you to discuss my qualifications in more detail and look forward to a personal interview.

Sincerely,  
(Sigh here)

## Business Development Manager

Dear Hiring Manager

Your company recently advertised on the dayjob.com website for a Business Development Manager. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I possess a strong desire to build a career within your industry and to further develop my managerial competencies in a marketing environment.

I also feel that my expertise on products that I am selling coupled with my natural enthusiasm allows me to inspire customers to close a deal. These points coupled with my proven ability to put together attention grabbing presentations, have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Creating targeted business development and marketing strategies.
- Putting together professional teams of people who are all pulling in the same direction.
- Ensuring high standards are constantly maintained in every field.

For additional information about my capabilities please view my attached resume.

Right now, I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore, I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

## Call Center Cover Letter

Dear Recruitment Manager

I am writing to you with regards to the recent Call Center position that I saw advertised on the Dayjob.com website.

I have a total of 3 years work experience in this field and am confident that I am the best candidate for your vacancy. My present position has taught me the importance of clear communication and customer service over the phone. In my current role I resolve customer problems, give sales pitches and take accurate notes of conversations with customers. I have received excellent performance evaluations from my managers and have been formally recognized by them for my contribution towards my department's success.

I am a goal and results orientated team player who is reliable, punctual and experienced in taking inbound calls from customers regarding products and services. Over the phone I will be an excellent ambassador for your company, and someone who will create a professional first impression that customers will remember for the right reason. Furthermore, I have a proven track record of increasing sales, up-selling, cross-selling and dealing with a high volume of calls on a daily basis.

I consider my strongest points to be my impeccable phone manners, my clear voice and my ability to deal with agitated or distressed customers.

Should you find interest in my application, then I will be available for an interview at your convenience. I have attached my resume and I encourage you to contact me regarding my application.

Yours sincerely  
[Sign here]

## Clinical Officer Cover Letter

Dear Sir/Madam,

I am fascinated about pursuing the position of clinical officer at the MultiCare Health System, which was advertised in The Daily Times edition of Sunday. Along with my Master's degree in nursing and special training in diagnosing and managing chronic illnesses, I have the potential to become the key member of MultiCare Health System.

By utilizing my qualifications and extensive experience, I can work in a wide array of medical facilities and environments and able to serve in a number of roles. As you can note from the enclosed resume, I am highly skilled in interpretation of information relating to a wide variety of policies, practices, and subject areas within the area of clinical practice. Moreover, I can effectively educate nursing staff, patients and their families. I always served as a problem solver while providing resources to assess the impact and appropriateness of practice on patient outcomes.

My resume and transcript are enclosed herewith for your persual. I will contact you next week to schedule a time in which I may further discuss my qualifications for the Clinical officer position. In the mean time I can be reached at (123) 456 7899 or by email at [Email Address here].

Thank you for your time and consideration.

Sincerely,  
(Signature)

## Customer service representative cover letter

Dear Hiring Manager

I am writing to express a strong interest in the vacant position of Customer Service Representative at the HMSHost. My Bachelor's degree in customer service and 1 year's extensive experience seems a good match for your stated needs.

Based on my understanding of your Customer Service Rep position and your organization, here are the highlights of my qualifications and background:

- Highly skilled in listening and responding to customers' needs and concerns
- Demonstrated ability to provide information regarding company's products and services
- Competent at taking orders, determining charges, and overseeing billing or payments
- Track record of creating and managing customer accounts
- Effective capability of handling returns and managing complaints
- Able to record details of customer contacts and follow-up actions taken
- 

I possess a professional demeanor as well as good communication and negotiation skills. My enclosed resume contains complete details of my expertise in customer service arena.

As a dependable and assertive Customer Service Representative, I would welcome the opportunity to further discuss my qualifications and skills with you in detail.

Thank you for your time and consideration. I look forward to hearing from you soon.

Yours sincerely  
[Sign here]

## In Conclusion

1. Place your contact information in the header.
2. Address the hiring manager by name if possible
3. Show relevant achievements to introduce yourself in the first paragraph.
4. Target the employer's needs and prove you can help in the second paragraph.
5. Explain why you want to join and stay in the third paragraph.
6. Reiterate your offer and give a call to action in the final paragraph.
7. Sign off with a proper formal closing and your full name.

If you haven't found a cover letter in your field, just send me an email asking for sample cover letters in your field and I will send them to you immediately. My email is [daniel@careerpoint.co.ke](mailto:daniel@careerpoint.co.ke)