

Re: Vacancy for 1) _____

Dear Mr./Ms. (Last Name):

I read with great interest about the position currently available at 2) _____ as 3) _____. With over 4) _____ years of experience in the 5) _____ as a(n) 6) _____, I am seeking a new challenge where a company can benefit from 7) _____ and 8) _____.

As you will see from my 9) _____, I have accomplished the following goals most recently:

- 10a) _____
- 10b) _____
- 10c) _____
- 10d) _____
- 10e) _____

Being 11) _____, I can 12) _____ and would enjoy 13) _____. I am used to 14) _____ and understand how to 15) _____.

Your opportunity represents 16) _____ for me , with 17) _____ not offered in my current role. With a strong commitment to 18) _____ as well as a 19) _____ approach to 20) _____, I strongly believe I could make a significant contribution to the 21) _____ team.

I would welcome the opportunity of discussing my qualifications with you in greater detail. If you wish to schedule an interview in person or by phone, please feel free to contact me.

Thank you in advance for your time and consideration.

Yours sincerely,

22) _____

Please go to page 2 for the list of prompts for each gap.

The 22 prompts required to complete your own cover letter using the sample template:

- 1) Job title of vacancy
- 2) Company name
- 3) Job title of vacancy
- 4) Number of years (if less than 20, write in words not numbers)
- 5) Field or industry
- 6) Current job title
- 7) Specific experience gained
- 8) Specific skills and experience you have
- 9) CV, curriculum vitae (Br. English) // resume, résumé (Am. English)
- 10a-e) List accomplishments – at least 3
- 11) A specific skill important for the job vacant. (Use “ing” form)
- 12) A task or duty you can perform well (Use a verb in root form)
- 13) Another task or duty. (Use verb in root form)
- 14) A duty that can seem unappealing (Use “ing” form)
- 15) A task you can do because of your experience. (Use root verb + phrase)
- 16) Describe a new opportunity the new job offers you
- 17) Additional challenge/responsibility the job represents for you (Use noun phrase)
- 18) Name an important professional value or values
- 19) Kind of approach (adjective)
- 20) Something difficult you can achieve because of your approach and expertise
- 21) Company name
- 22) First and last name