




Short Cover Letter Example

 (123) 456-7890

 andrew.gray@gmail.com

 456 E Red Bridge Rd, Kansas City, MO
64131

[Today's Date]

[Hiring Manager's Name]
123 Company Address
Company's City, State, Zip Code
(123) 456-7890
hiring.manager@gmail.com

Dear [Mr./Mx./Ms.] [Hiring Manager's Surname],

I'm thrilled to be writing to you to apply for the Tour Guide position that Greenbay Tours is advertising on LinkedIn.

Guiding tourists around our historic city and teaching them about its colorful past requires strong leadership and communication skills. I grew into an effective leader and communicator as President of the Tubman High School Debate Team, and these abilities paired with a passion for history make me the perfect fit for this role.

I have no doubt that I could apply my charisma and sincere interest in our city's past to showcase its marvels to tourists. Please feel free to reach out to me for an interview at (123) 456-7890 or your.name@email.com.

Sincerely,
Andrew Gary