**Template 1: Generic Cover Letter Template**

Dear [name]:

I am a *[Industry]* professional with *[list years of experience and 2-3 professional strengths]* I am looking for *[insert your goals and motivations. Mention any corporate values that you resonate with.] [Finish this paragraph with a summary of your strongest, most recent and impressive experience.]*

Some highlights of my career include: *[Use this paragraph to give a succinct, but detailed summary of past success, experience and skills learned.]*

I can also offer *[Include two to three sentences speaking about your education, language skills, and other experience that defines your career.]*

Attached, you will find my CV, further outlining my skills, experience and education. I look forward to further discussing any open opportunities [*within your company, or mention a specific role]*. Thank you for your time.

Best Regards:

[name and signature]