**Template 2: Cover Letter Template for a Job Ad**

Dear [name]:

I am writing in response to an ad for *[Insert job title and company*]. I am a *[Industry]* professional with *[list years of experience and 2-3 professional strengths].* I am interested in this opportunity because *[include motivation for and interest in this particular role.*

My previous experience and skills make me an ideal fit for this position because *[Give a succinct, but detailed overview of your skills and concrete examples of past success. Use the same language as the job description and where possible, give specific examples that clearly demonstrate a good fit with the role outlined.]*

Aside from professional experience, I also have *[Include two to three sentences speaking about your education, language and other unique skills.]*

Attached is my CV with more details. I look forward to further discussing the role of *[Insert job title*], with *[insert company name].* Thank you for your time.

Best Regards:

[Name and signature]