**Template 3: Cold Cover Letter Template**

Dear [name]:

I am a *[Industry]* professional with *[list years of experience, professional strengths and motivations. Finish this paragraph with a summary of your strongest, most recent and impressive experience.]* I am interested in working with *[company]* because *[include reasons for wanting to work with this company.]*

Highlights of career include:

*[Insert a list of 3-4 of your most impressive professional achievements, using numbers and concrete, specialised examples of past success.]*

* *Highlight 1*
* *Highlight 2*
* *Highlight 3*
* *Highlight 4*

Along with my professional experience, I also offer: *[Include two to three sentences about your education, technical skills and strengths]*

Attached is my CV with more details about my experience. I look forward to further discussing any open opportunities with your company. Thank you for your time.

Best Regards:

[Name and signature]