



LinkedIn Cover Letter Template

Date_____

Dear Mr/Ms Name,

I came across your profile on LinkedIn and see that you are a recruitment specialist in [insert sector].

As a [insert your role title/function] interested in new positions in the [insert city] area, I would be keen to find out more about the positions you place and whether your agency might be able to assist me in my search.

I have [insert number] years of experience in the industry and most recently I have [insert a brief outline of your recent professional experience]. My key skills are [insert a few key points or strengths] and my career highlights include:

- [insert achievement – Example: “Implemented strategies and best practices of ABC systems in a 6-month timeframe at XYZ organization”]
- [insert achievement]
- [insert achievement]
- [insert achievement]

[In this paragraph, summarise your unique selling proposition – Example: “I am a strong and effective communicator and proven leader, able to navigate the corporate environment and respond to its demands.”]

I look forward to discussing my potential to contribute to your clients’ [or organisation’s] needs. Please do not hesitate to contact me on [insert mobile number].

Kind regards,

[Your Name]