

Cover Letter Examples

To help you get started, here are three sample cover letter examples tailored to specific industries we specialize in.

Example 1: Accounting Role

Dear [Hiring Manager's Name],

I'm writing to express my interest in the Staff Accountant position at [Company Name]. With over five years of experience in corporate accounting and a CPA certification, I bring a strong foundation in financial reporting, compliance, and budget management.

In my previous role at [Previous Company], I helped streamline month-end close processes, reducing reporting time by 20%. I'm confident that my attention to detail and proactive communication style would contribute to [Company Name]'s continued financial accuracy and strategic goals.

I appreciate your time and consideration and would welcome the opportunity to discuss how I can support your finance team.

Sincerely,
[Your Name]

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Example 2: Mortgage Role

Dear [Hiring Manager's Name],

As a seasoned Loan Processor with over seven years in the mortgage lending space, I was excited to see the opening at [Company Name]. My background in both retail and wholesale mortgage environments has equipped me with a deep understanding of regulatory compliance, documentation review, and customer service excellence.

At [Previous Employer], I consistently maintained a 48-hour turn time for file submissions and was recognized for my ability to navigate complex borrower situations with professionalism and care. I would love the opportunity to bring that same commitment to your lending team.

Thank you for your time—I look forward to the opportunity to contribute to [Company Name]'s continued success.

Best regards,
[Your Name]

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Example 3: Legal Role

Dear [Hiring Manager's Name],

I'm writing to apply for the Legal Assistant position at [Firm Name], as advertised. With three years of experience supporting a litigation team in a fast-paced Houston law firm, I bring a solid grasp of legal procedures, case management, and client interaction.

I pride myself on my organizational skills and discretion, having managed document preparation, calendar coordination, and deposition scheduling for up to five attorneys. I'm passionate about the legal field and eager to grow my career with a firm known for its excellence like [Firm Name].

Thank you for your consideration. I look forward to the chance to speak further about how I can support your team.

Warm regards,
[Your Name]