

Creative Cover Letter Template

ABC Film Company
123 Avenue of the Americas
New York, NY 10017

May 21, 2026

Dear [Name of Hiring Manager]:

Your introduction should be a short paragraph that literally introduces you as a person and a look at your career so far. Mention why you want to apply for the position or why you're interested in the position in the first place.

Your body paragraph(s) will be a more in-depth look at your work experiences, skills, and personality. Instead of listing off your qualities (that's what your resume is for), focus on telling a story. Be specific, using details and metrics to really show your skills and contributions in previous roles.

Include a paragraph that discusses how you would contribute to the team. What could you specifically bring to this role that another potential candidate might not? Even if it's just your personality, your wit, or your ongoing experience, give it some thought and let the hiring manager know.

End by thanking the hiring manager for their time, along with a mention of how they might reach you if they have further questions or inquiries.

With gratitude,

Kate Milton