THE FREELANCER KIT

Cover Letter Template Pack

6 complete cover letters — general, career change, fresh graduate, IT, admin and creative. The letter that gets your resume opened.

6 COMPLETE COVER LETTERS

2026 Edition · For the buyer's personal use

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A cover letter has one job: make the reader open your resume. Every letter in this pack follows the same proven 4-paragraph structure — (1) the exact role and your strongest matching proof, (2) two achievements that match the job ad, (3) why this company, (4) a confident close with a call to action. Replace every [BRACKET], keep it under one page, and always send it as a PDF named [YourName]-Cover-Letter.pdf.

Letter 1 — General Professional Cover Letter

Your default letter for any office, business or service role when no specialised template fits.

```
[Your Full Name]
[City, Country] · [phone] · [email] · [LinkedIn URL]
[Date]

Hiring Manager
[Company Name]
[City]

Dear Hiring Manager,

I am applying for the [Job Title] position advertised on [platform / company
website]. With [X] years of experience in [field], including [your strongest
matching achievement with a number], I am confident I can deliver the same
results for [Company Name].

In my current role at [Current Company], I [achievement 1 with a number —
e.g. "reduced monthly reporting time from 5 days to 2"]. I also [achievement 2
with a number — e.g. "manage a portfolio of 40+ client accounts with a 98%
on-time delivery record"]. Both results came from [skill 1] and [skill 2] —
the same skills your advertisement asks for.

I am specifically interested in [Company Name] because [one real, specific
reason — a product, a market, a recent project, their reputation for X]. I
would welcome the chance to bring [your specialty] to a team that [what the
company is known for].

I would be glad to discuss how my experience fits your needs in an interview.
Thank you for your time and consideration.

Sincerely,
[Your Full Name]
```

> **Why this works:** The opening line pairs the role with your single best result. Most applicants open with 'I am writing to apply…' and a biography — this letter opens with proof, so the reader keeps going.

Letter 2 — Career Change Cover Letter

Use this when your past job title is different from the job you want. It turns your old field into an advantage instead of hiding it.

```
[Your Full Name]
[City, Country] · [phone] · [email] · [LinkedIn URL]
[Date]

Hiring Manager
[Company Name]

Dear Hiring Manager,

I am applying for the [New Job Title] role at [Company Name]. My background is
in [old field], where I spent [X] years [doing the transferable core of the old
job — e.g. "managing people, budgets and deadlines"]. For the past [time
period] I have been deliberately building toward [new field]: I completed
[course/certificate/freelance work], and I have already [first real result in
the new field — e.g. "delivered 6 paid client projects as a freelancer"].

What carries over is substantial: [transferable skill 1 — e.g. client handling]
from [old role] is the same skill your team uses for [their task];
[transferable skill 2] helped me [old-field result with a number]; and
[transferable skill 3] is why my [new-field sample/project] reached [result].

I am changing fields because [one honest, positive sentence — e.g. "design is
the work I have done unpaid for years; I am making it my profession"]. That
means you get a [new-field skill level] hire with a [old-field] professional's
discipline and work record.

I would appreciate the opportunity to show you my [portfolio/samples] in an
interview. Thank you for considering a non-traditional candidate — I will not
waste the chance.

Sincerely,
[Your Full Name]
```

> **Why this works:** Career changers fail when they apologise or hide. This letter names the change in line one, converts old skills into the new job's language, and closes with the one thing changers genuinely offer: motivation a comfortable applicant doesn't have.

Letter 3 — Fresh Graduate Cover Letter

Use this with your first applications. It sells education, projects and internships as real evidence.

```
[Your Full Name]
[City, Country] · [phone] · [email] · [LinkedIn URL]
[Date]

Hiring Manager
[Company Name]

Dear Hiring Manager,

As a recent [degree] graduate of [University Name], I am excited to apply for
the [Job Title / Trainee / Intern] position at [Company Name]. My final-year
project, [project title], [what it did and its result — e.g. "automated
attendance for 300 students and scored the highest grade in my batch"], is
directly relevant to [the core task in the job ad].

During my studies I built the exact skills this role needs. In [course /
project], I [skill evidence 1]. As an intern at [Organisation], I [internship
evidence 2 — task + result]. I am also certified in [certificate], and I work
confidently in [tools list from the job ad].

I chose to apply to [Company Name] because [specific reason — their products,
their training reputation, their work in X]. Starting my career where
[standard/value the company is known for] matters to me.

I learn fast, I finish what I start, and I would value the chance to prove it
in an interview. Thank you for your consideration.

Sincerely,
[Your Full Name]
```

> **Why this works:** Employers fear graduates are untested. This letter answers with three pieces of evidence — project, internship, certificate — each tied to a line in the job ad, which is more than most experienced applicants bother to do.

Letter 4 — IT / Technical Cover Letter

For developer, IT support, QA and data roles. Leads with stack match and one hard technical result.

```
[Your Full Name]
[City, Country] · [phone] · [email] · [GitHub URL] · [Portfolio URL]
[Date]

Hiring Manager
[Company Name]

Dear Hiring Manager,

I am applying for the [Job Title] position. My core stack — [language],
[framework] and [database/tool] — matches your posting point for point, and I
have [X] years using it to ship [type of product/system].

The strongest example: at [Company/Project], I [hard technical result —
e.g. "rebuilt the reporting module in Python, cutting generation time from
3 hours to 10 minutes"]. I also [second result — e.g. "maintain a support
queue of 60+ tickets a week with a same-day resolution rate of 92%"]. My code
and projects are public at [GitHub URL], including [best project], which
[one-line outcome].

[Company Name]'s work on [their product/tech direction] is exactly where I
want to grow next — particularly [specific technology or problem they work
on], which I have been studying through [course/project].

I would welcome a technical conversation about how I can contribute. Thank
you for your time.

Sincerely,
[Your Full Name]
```

> **Why this works:** Technical managers skim for two things: stack match and evidence you solved something hard. Both are in the first two paragraphs, with the GitHub link placed where a curious reader will actually click it.

Letter 5 — Admin / Office Cover Letter

For office assistant, data entry, accounts support and customer service roles. Sells accuracy, speed and reliability with numbers.

```
[Your Full Name]
[City, Country] · [phone] · [email]
[Date]

Hiring Manager
[Company Name]

Dear Hiring Manager,

I am applying for the [Job Title] position at [Company Name]. I have [X]
years of administrative experience, currently [your current task — e.g.
"processing 500+ records a week in Excel with a zero-error record for the
past year"] at [Current Company].

My daily work covers the core of your advertisement: [task 1 from the ad —
e.g. data entry and verification], [task 2 — e.g. scheduling and email
management] and [task 3 — e.g. invoice preparation]. I type at [WPM] WPM, and
I work daily in [Excel/Word/accounting or CRM tool]. Last year I [one
improvement with a number — e.g. "reorganised the filing system and cut
document search time by half"].

I take pride in being the person a team can rely on: punctual, organised and
calm under deadline pressure. I would be pleased to bring that standard to
[Company Name].

Thank you for your consideration. I am available for an interview at your
convenience, and I can start [immediately / on date / after notice period].

Sincerely,
[Your Full Name]
```

> **Why this works:** Admin roles are trust roles. Volume, accuracy and typing speed appear early as hard numbers, and the availability line at the end quietly removes the manager's next worry.

Letter 6 — Creative Cover Letter

For design, video, social media and content roles. Short, confident, and every claim links to visible work.

```
[Your Full Name]
Portfolio: [link] · [phone] · [email] · [Instagram/Behance link]
[Date]

[Name of person, if known — creative teams prefer names]
```

```
[Company / Agency Name]

Hi [First Name / Team],

I make [content type — e.g. short-form video / brand design] that people
actually finish watching. In the last [time period], my work for
[client/page] reached [number — views/followers/sales], including [best
single result — e.g. "a 40-second reel that passed 210,000 views"].

Three pieces that show my range:
• [Piece 1 + link] — [what it was for, result]
• [Piece 2 + link] — [what it was for, result]
• [Piece 3 + link] — [what it was for, result]

My toolkit is [Photoshop / Premiere / CapCut / Figma — your real tools], and
my strongest skills are [hook writing / clean layouts / Urdu-English
typography — your real strengths]. [Company]'s [recent campaign/product/
style] is the kind of work I want to make more of — especially [specific
detail that proves you looked].

Give me one brief and I will show you, not tell you. Portfolio: [link]

[Your Full Name]
```

Why this works: Creative leads hire the work, not the letter. This one is deliberately the shortest in the pack: one reach metric, three linked pieces, and a low-risk offer ('give me one brief') that is easy to say yes to.

More from The Freelancer Kit

Done-for-you templates and tools — made to be faster than doing it yourself and more reliable than starting from a blank page:

- Freelancer Proposal Template Pack
- Freelancer Contract Template Pack
- Freelancer Invoice Template Pack
- Complete Freelancer Bundle (all three template packs)
- Excel Auto-Cleaner (Python tool)
- Bulk File Organizer (Python tool)
- PDF Toolkit (Python tool)
- Image Compressor (Python tool)
- Freelancer Proposal & CRM Sidekick (Chrome extension)
- Freelancer Sidekick Pro
- Resume & CV Template Pack
- Business Email Templates Pack
- Client Onboarding Pack
- Cold Outreach Scripts Pack
- Social Media Content Calendar Pack

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