

COVER LETTER TEMPLATE PACK

5 Industry-Specific Templates for Recent Graduates

IT · Finance · Healthcare · Marketing · Engineering

What's Inside This Pack

- 01 Information Technology (IT) — Software / Tech Roles
- 02 Finance & Accounting — Banking / Audit / Finance Roles
- 03 Healthcare — Hospitals / Pharma / Allied Health Roles
- 04 Marketing & Digital Media — Brand / Content / Social Media
- 05 Engineering — Civil / Mechanical / Electrical Roles

HOW TO USE THESE TEMPLATES

- ✓ Replace all [BRACKETED] fields with your actual information.
- ✓ Tailor the body paragraphs to match the specific job description.
- ✓ Keep the final letter to ONE page — delete any sections not relevant to you.
- ✓ Use a professional font: Calibri, Arial or Times New Roman at 11–12pt.
- ✓ Save as PDF before sending unless the employer requests a Word file.
- ✓ Always address the hiring manager by name — avoid "To Whom It May Concern".

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TEMPLATE 01 - INFORMATION TECHNOLOGY (IT)

Ideal for: Software Developer / Tech Graduate

[Your Full Name]

[Your Email] | [Phone Number] | [LinkedIn Profile URL]

[Date]

[Hiring Manager's Name]

[Job Title]

[Company Name]

[Company Address]

Re: Application for [Job Title] — [Your University] Graduate

Dear [Hiring Manager's Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name], as advertised on [Job Portal/Company Website]. Having recently completed my [Degree Name] in [Computer Science / Software Engineering / IT] from [University Name], I am eager to bring my technical skills and fresh perspective to your team.

During my academic journey, I developed hands-on experience in [mention 2–3 programming languages or tools, e.g., Python, Java, React]. My final-year project — [Project Name] — involved [brief description, e.g., building a full-stack web application that reduced manual data processing time by 40%]. I also completed an internship at [Company/Lab Name] where I contributed to [specific task or outcome], which strengthened my ability to work in agile, collaborative environments.

I am particularly drawn to [Company Name] because of [mention something specific — product, culture, mission, or tech stack]. I am confident that my background in [relevant skill area] aligns well with your team's goals, and I am excited about the opportunity to contribute to [specific project or department if known].

I would welcome the opportunity to discuss how my skills and enthusiasm can add value to [Company Name]. I am available for an interview at your earliest convenience and have attached my resume for your review. Thank you for your time and consideration.

Yours sincerely,

[Your Full Name]

— **Writer's Tip:** TIP: Mention specific GitHub projects, hackathon wins, or certifications (AWS, Google, Microsoft) to stand out.

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TEMPLATE 02 · FINANCE & ACCOUNTING

Ideal for: Finance Graduate / Junior Analyst / Audit Associate

[Your Full Name]

[Your Email] | [Phone Number] | [LinkedIn Profile URL]

[Date]

[Hiring Manager's Name]

[Job Title]

[Company Name]

[Company Address]

Re: Application for [Job Title] — [Your University] Finance Graduate

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] role at [Company Name]. As a recent graduate with a [Degree, e.g., B.Com / BBA / MBA in Finance] from [University Name], I have built a strong foundation in financial analysis, accounting principles, and regulatory compliance that I am keen to apply in a professional setting.

My academic training included modules in [e.g., Financial Reporting, Taxation, Corporate Finance, Auditing], and I am proficient in tools such as [MS Excel, Tally, SAP, QuickBooks]. During my internship at [Company Name], I assisted with [specific task, e.g., preparing monthly management accounts, reconciling ledger entries, or supporting audit fieldwork], which gave me practical exposure to real-world financial operations.

[Company Name]'s reputation for [e.g., excellence in financial advisory / strong audit practice / commitment to client integrity] is well known, and I am eager to contribute my analytical mindset and attention to detail to your [team/department name]. I am also currently pursuing [CA / CPA / ACCA / CFA] and aim to bring that professional rigour to every assignment.

I am enthusiastic about the opportunity to grow within [Company Name] and contribute meaningfully from day one. I would be delighted to discuss my qualifications further at your convenience. Please find my resume attached for your review.

Yours sincerely,

[Your Full Name]

— **Writer's Tip:** TIP: If your GPA is above 3.5 / 7.5 CGPA or you have passed any professional exam (CA Inter, CFA L1), do mention it here.

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TEMPLATE 03 - HEALTHCARE

Ideal for: Hospital Administration / Allied Health / Pharma Graduate

[Your Full Name]

[Your Email] | [Phone Number] | [Registration Number if applicable]

[Date]

[Hiring Manager's Name]

[Job Title]

[Hospital / Organisation Name]

[Address]

Re: Application for [Job Title] — [Your University] Healthcare Graduate

Dear [Hiring Manager's Name],

I am writing to apply for the position of [Job Title] at [Hospital / Organisation Name]. I recently completed my [Degree, e.g., B.Sc. Nursing / MBA Hospital Administration / B.Pharm] from [University Name] and am now eager to begin my professional career in a dynamic and patient-focused environment.

My training included clinical rotations / practical placements at [Hospital / Clinic Name], where I gained experience in [e.g., patient care coordination, OPD management, pharmaceutical dispensing, medical record maintenance]. I developed strong skills in [communication, empathy, attention to clinical protocols, and cross-functional teamwork] that are essential for delivering quality healthcare outcomes.

I have long admired [Hospital / Organisation Name]'s commitment to [e.g., patient-centred care / cutting-edge medical technology / community health initiatives]. I am confident that my academic knowledge, combined with my hands-on clinical experience, equips me to support your team in providing the highest standard of care.

I would greatly appreciate the opportunity to contribute to your organisation's mission. I am available for an interview at a time that suits you and have enclosed my resume for your consideration. Thank you for taking the time to review my application.

Yours sincerely,

[Your Full Name]

— **Writer's Tip:** TIP: Mention any volunteer work, community health camps, or hospital certifications (BLS, First Aid). These carry real weight in healthcare hiring.

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TEMPLATE 04 · MARKETING & DIGITAL MEDIA

Ideal for: Marketing Graduate / Content Creator / Social Media Executive

[Your Full Name]

[Your Email] | [Phone Number] | [Portfolio URL / LinkedIn]

[Date]

[Hiring Manager's Name]

[Job Title]

[Company Name]

[Address]

Re: Application for [Job Title] — Creative Marketing Graduate

Dear [Hiring Manager's Name],

I am thrilled to apply for the [Job Title] role at [Company Name]. As a recent graduate with a [Degree, e.g., BBA Marketing / B.Sc. Mass Communication / MBA] from [University Name], I have developed a strong passion for brand storytelling, digital strategy, and data-driven marketing that I am eager to put into practice.

Throughout my studies, I worked on live brand projects including [e.g., managing the university's Instagram page, running a paid Google Ads campaign for a local brand as part of a class project, or developing a content calendar that grew organic reach by X%]. I am skilled in [Meta Ads Manager, Google Analytics, Canva, HubSpot, SEO tools], and I bring a creative eye combined with an analytical approach to every campaign.

What excites me most about [Company Name] is [mention specific campaign, product launch, or brand philosophy]. I am confident I can contribute fresh, performance-oriented ideas to your marketing team while continuing to develop my expertise in [specific area — performance marketing, influencer strategy, content production, etc.].

I have attached my resume and would love to share my portfolio with you. I am available for a conversation at your convenience and look forward to the possibility of joining your team. Thank you for considering my application.

Yours sincerely,

[Your Full Name]

— **Writer's Tip:** TIP: Always include a portfolio link or attach 2–3 sample works. For marketing roles, showing is more powerful than telling.

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TEMPLATE 05 - ENGINEERING

Ideal for: Civil / Mechanical / Electrical Graduate Engineer

[Your Full Name]

[Your Email] | [Phone Number] | [LinkedIn / Portfolio URL]

[Date]

[Hiring Manager's Name]

[Job Title]

[Company Name]

[Address]

Re: Application for [Job Title] — [Discipline] Engineering Graduate

Dear [Hiring Manager's Name],

I am writing to apply for the [Job Title] position at [Company Name]. I recently graduated with a [B.Tech / B.E.] in [Civil / Mechanical / Electrical Engineering] from [University Name] and am eager to apply my technical knowledge to real-world engineering challenges in a results-oriented organisation.

My academic programme equipped me with strong skills in [e.g., AutoCAD, STAAD Pro, SolidWorks, MATLAB, PLC Programming — choose as relevant]. For my final-year project, I [briefly describe project, e.g., designed a cost-efficient water harvesting structure for rural areas / developed a predictive maintenance model for industrial motors], which was recognised by [faculty / institution / competition] for its practical application.

I was particularly impressed by [Company Name]'s work on [mention a notable project, infrastructure achievement, or engineering domain]. I am keen to contribute my technical precision, problem-solving ability, and commitment to safety standards to your team, and I am ready to take on the challenges that come with being a new graduate in the field.

I would welcome the chance to discuss how my technical background and drive align with [Company Name]'s needs. I am available for an interview at your earliest convenience and have attached my resume for your review. Thank you for your consideration.

Yours sincerely,

[Your Full Name]

— **Writer's Tip:** TIP: If you participated in technical fests, published a paper, or completed site visits, mention them — hands-on exposure matters greatly in engineering hiring.

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YOUR NEXT STEP STARTS HERE

You now have 5 professionally structured cover letter templates ready to customise.

Remember: A great cover letter paired with an ATS-optimised resume dramatically increases your chances of landing an interview.

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- ✓ LinkedIn Profile Optimisation
- ✓ Job Portal Optimisation
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- ✓ Career Portfolio Services

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