



## FlexJobs Samples: Professional and Friendly Cover Letters

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### Example #1: Full-Time Position

Hello Ms. Carroll,

I am writing to request consideration for the role of Vice President of Operations with Carolinas Rehabilitative Cooperative. The described challenges and opportunities with the position really resonated with me on a both a personal and professional level. As someone who was “in transition” about 15 years ago, I have profound empathy with those who are seeking similar services and that has driven my passion to empower organizations that empower individuals to make their lives better.

To be clear, I am not seeking another “job” – I am seeking an opportunity that will allow me to combine my passion for the rehabilitative space with my deep operations experience as a hands-on doer as well as leading, growing, and mentoring high-performing operational teams. From my experiences with household brands to the unfamiliar, a common thread throughout is knowing the overarching goals of the organization, as well as its values and culture, and combining those aspects into sound operations practices. Most recently, my efforts at Gilson’s Farms led directly to 20% cost shipping reduction in a single year while driving 100%+ growth in revenues Y/Y.

Underpinning my success? I possess a unique combination of digital as well as traditional business operations. Balanced with corporate strategy, I have driven compelling growth through operational efficiencies.

I am confident that I would excel in the role of Vice President of Operations with Carolinas Rehab – not just as someone able to perform the job, but someone who is truly inspired and motivated by this work, and can in turn inspire and motivate as an operations leader.

To thrive in the service of others. That is why I want to work specifically for this organization. I would welcome the opportunity to discuss the role and my qualifications with you further. Thank you for your time and consideration.

Best wishes,

Courtney Washington

Commented [BR1]: Professional and informal greeting

Commented [BR2]: A clear explanation of the value she’s brought to similar jobs.

Commented [BR3]: Repeatedly discussing a personal passion for the work

## Example #2: Older Workers

Dear Hiring Team at ABC Corporation,

When I read your job posting for a Director of Remote Operations, I was immediately struck by how much the position sounded “like me” and I am thrilled to apply. I find myself becoming more energized the more I read about your company and this particular role and I’d like to tell you more specifically why I feel we’re a great fit for each other.

To be clear, I am not seeking another “job” – I am seeking an opportunity that will allow me to combine my passion for the remote operations space with my deep operations experience in leading, growing, and mentoring high-performing operational teams. Knowing the overarching goals of the organization, as well as its values and culture, I’m confident I have the skills you seek in policy creation, process improvement, metrics defining and tracking, risk monitoring and management, and vendor contract management.

For example, as Operations Manager at Gilson’s Farms, the operations team I oversaw was responsible for reducing shipping costs by 20% in one year while supporting revenue growth of 100% year over year. Much of this work was done in a distributed way over phone, email, web and video conferencing, and document sharing, and I enjoyed the remote nature of the job immensely. Learning new tools and technology is consistently part of my personal and professional growth.

Underpinning my success? I possess a unique combination of digital and traditional business operations experience, and I’ve collaborated with teams of all sizes, experience levels, and generations.

I welcome the opportunity to discuss the role and my qualifications with you further. Thank you for your time and consideration.

Best regards,  
Sheila Betts

## Example #3: Part-Time Freelance Job

Dear InvoicePro Team,

As someone with 7 years of experience working in the content and writing gig economy and, more importantly, experience with the frustration that comes with the billing and invoicing process for individual freelancers, I am so incredibly thrilled by the discovery of InvoicePro. Selfishly, your software helps me stay on top of my business and collect more income. But that’s not why I’m writing.

I am even more thrilled to have the opportunity to apply for the position of Blog Writer. In a role like this, my goal will be to help others by improving freelancer’s knowledge of invoicing and billing best practices, how to deal with difficult clients, and most important, how to get the most out of a great software solution like InvoicePro. My portfolio includes several articles related to freelancing and being a gig worker, and I’d be happy to submit a more specific writing sample if you’d like to see one.

I would welcome a further conversation to discuss this opportunity. I look forward to hearing from you.

Many thanks,  
Xavier Murphy

**Commented [BR4]:** No outdated cover letter language (for example, Dear Sir or Madam, To Whom it May Concern, “I am writing to apply for the job posting of Director of Operations, found on Monster.com.”, etc.

**Commented [BR5]:** No mention of the applicant’s total years of experience (for example, “I have over 25 years of experience in operations...”)

**Commented [BR6]:** Addresses the goals, values, and culture of the company, which are a bigger focus for employers today, especially remote employers

**Commented [BR7]:** Speaks directly to the specific skills and experiences requested in the job description

**Commented [BR8]:** Mentions the applicant’s “distributed” work experience, which is akin to remote work even when it’s done in a traditional office setting

**Commented [BR9]:** Mentions their energy, enthusiasm, interest in learning, and comfort with technology – all typical employer concerns surrounding ageism

**Commented [BR10]:** A nod to this person’s traditional experience, but it’s combined with their digital experience rather than discussed alone

**Commented [BR11]:** Highlights the applicant’s ability to work well and collaborate with “teams of all sizes, experience levels, and generations,” show that they don’t have any hang-ups working with or for younger coworkers and managers

**Commented [BR12]:** A connection to the product and company

**Commented [BR13]:** A warm and friendly ending

#### Example #4: Full-Time Job in a Traditional Field

Dear Mr. Lubatkin:

I am writing with enthusiasm to apply for the position of Commercial Loans Operations Senior Manager at Citizens Bank. With a wealth of highly complex operational experiences within the banking industry, including risk mitigation, change programs, data stewardship, regulatory requirements, and a commitment to outstanding customer service for all stakeholders, I believe I can serve you well in this important role.

**Commented [BR14]:** Good use of keywords right off the bat.

I have over 15 years in banking and financial services operations in progressive management roles, and would be honored to create significant results in this position, such as these:

- Earned or saved employers \$40B in new client business and/or reduced operating costs.
- Navigated complicated international tax, regulatory, and legal frameworks to create a brand-new global securities lending product which grew its loans by \$19B in first 2 years.
- Empower lean teams to do our best work by refining processes, monitoring performance indicators, and developing relationships that create a climate of confidence and continuous improvement.

I am especially comfortable solving complex problems and overseeing challenging projects where it's necessary to define the mission, inspire innovative solutions, and make difficult, well-informed decisions.

**Commented [BR15]:** Simple paragraphs, 1-2 sentences each.

This quotation from Peter Hawkins sums up how I would approach each day in this role: "Good management is the art of making problems so interesting and their solutions so constructive that everyone wants to get to work and deal with them."

**Commented [BR16]:** Quotes aren't for everyone, but some people find they have a quote that really sums up who they are and what they have to offer. If you have that, and you have space in the letter, it might be worth adding. Otherwise, it's completely OK to not have this.

Whether in change management, client satisfaction, or new product development, I approach challenges with keen interest to deepen the team's engagement and create "constructive" solutions that benefit stakeholders, the company, and the bottom line.

**Commented [BR17]:** More good keywords.

My resume demonstrates the repeated and consistent business success, customer satisfaction, strategic thinking, and decision-maker influence that Citizens Bank is seeking. Please let me know if we can meet to discuss this opportunity. Thank you very much for your time.

Best wishes,  
M. Kaplan

#### Example #5: Returning to Work

Hello Customer Service Team at Spectrum:

As a dedicated customer service leader, I am extremely excited to submit my application for the Evening Customer Service Supervisor position available with Spectrum: Charter Communications. One of the most important factors in attracting and retaining customers is the development of high-performing customer service and call center teams. And that's exactly what I hope to develop and lead at Spectrum/Charter.

**Commented [BR18]:** A nice way of explaining what you can achieve in this role.

With a career in customer service, including seven years in a Team Lead role, I've done it all: supervise and mentor staff; implement solutions to resolve complex customer issues; and train and develop new and experienced representatives. I stepped out of the workforce for two years to attend to some family matters, and I am ready to dive back into this field. As I've watched the field evolve, I'm especially energized by the changes I've witnessed because throughout my career, I've loved taking on the challenge of learning new things.

**Commented [BR19]:** This is a nice way to acknowledge a gap in your resume and let the employer know you're up for challenges and upskilling.

Here are just two of the many areas where my experience aligns with your needs:

**Commented [BR20]:** A nice transition from discussing a work gap – talk specifically about what you can do for them based on your experience.

- **Customer Satisfaction:** Improved customer satisfaction from low of 35% to high of 89% by creating an employee reward/recognition programs to promote a customer-driven service culture. Also, saved a Verizon business account worth \$1M that was ready to leave for a competitor.
- **Employee Retention and Productivity:** Reduced absenteeism by 89% and improved productivity by 30% by holding weekly meetings to partner with my direct reports on managing stressful workloads, identifying pain points, and improving processes.

Your job listing talks about needing someone who feels rewarded as a "valued mentor" on the "leading edge of technology," and that mission deeply resonates with me. I have a passion for people and I'm a genuine diplomat and communicator who finds common ground to solve problems and get things done for customers, companies, and employees.

My resume is attached, and I hope we're able to schedule an interview to discuss this position and my qualifications. Thank you so much for your time and consideration!

All the best,

M. O'Brien

**Commented [BR21]:** Speaking directly to the job description can be a great way to say, "Here's what you're seeking and here's how I've got it!"