Cover letter templates: apply, follow up, write first

Three letters for three situations, each with a full version and a short version, plus one finished example. Replace every [bracket] and delete the grey guidance lines before you send.

The full page on our website
careermena.com/career-tools/cover-letter-templates/

Which letter, when

- **Letter 1, application.** You are applying for a posted job. Full version for an email or an upload field; short version for a "message to the recruiter" box.
- **Letter 2, follow-up.** You applied and heard nothing, or you had an interview and want to thank the panel.
- **Letter 3, speculative.** You want to work for an employer that has no open post that fits you.

> Advice: recruiters often read only the first lines, and the short version is often the one that gets read. Write it with the same care.

A finished example (fictional): Sara Malik applies for a procurement role

Subject: Application: Procurement Lead, reference PR-2026-114, Sara Malik

Dear Hiring Team,

I run 35 to 40 tenders a year in medical supply, which is the core of the Procurement Lead role you advertise (reference PR-2026-114). I am a procurement specialist with 8 years' experience, based in Riyadh on a transferable Iqama, and I can start after a 30-day notice period.

Your posting asks for experience managing tenders from specification to award. At Northwind Medical Supplies I manage 35 to 40 tenders a year, SAR 40 million combined, and the 2025 internal audit raised no procurement findings.

You also ask for SAP Ariba. I moved our paper approvals into SAP Ariba and trained 12 approvers, which cut the purchase-order cycle from 18 to 14 days.

Your hospital expansion programme, announced on your website, is the reason I am applying to you rather than another employer: it needs the kind of framework agreements I negotiate. My CV is attached, and I would welcome the chance to discuss the role.

Kind regards,

Sara Malik

+966 5X XXX XXXX | sara.malik@example.com

Letter 1 · Application (full, 150 to 250 words)

Email subject: Application: [Job title], reference [number from the posting], [Your full name]

Dear [Name of the hiring manager, if the posting gives it; otherwise "Hiring Team"],

[Open with your strongest match, in one sentence: what you do that is the core of this role.] I am applying for the [job title] role (reference [number]). I am a [current role] with [number] years in [field], based in [city] on a [residence status, if relevant, for example "transferable residence visa"], available after a [number]-day notice period.

[Requirement 1, in the posting's words]: [one sentence of evidence, with a number].

[Requirement 2, in the posting's words]: [one sentence of evidence].

[Why this employer: one specific reason from its own website.] My CV is attached, and I would welcome the chance to discuss the role.

Kind regards,
[Full name]
[Phone with country code] | [Email]

Guidance: pick the two requirements you match best and prove each one with one fact. Do not repeat your whole CV.

Letter 1 · Short version (a design target of about 600 characters: check the box limit on the portal)

[Your strongest match in one sentence.] I am applying for [job title] (ref. [number]). You ask for [requirement 1]: I [evidence with a number]. You ask for [requirement 2]: I [evidence]. I am based in [city] and can start after [number] days' notice. My CV is attached. [Full name], [phone].

Letter 1 · LinkedIn invitation note (200 characters at most)

Hello [first name], I applied today for [job title] (ref. [number]) at [employer]. I have [number] years in [field]. Happy to answer any questions. [Your name]

Guidance: LinkedIn allows up to 200 characters in an invitation note. Free accounts can personalise up to three invitations a month, so keep these for the people who matter most.

Letter 2a · Follow-up after applying

When: after the posting's closing date has passed, or two to three weeks after you applied if the posting has no closing date. Send one follow-up, not more.

Email subject: Following up: [Job title], reference [number]

Dear [Name or "Hiring Team"],

I applied for the [job title] role (reference [number]) on [date]. I remain very interested and would be glad to provide anything else you need.

Could you tell me whether the role is still open and when you expect to contact shortlisted candidates?

Kind regards,

[Full name] | [Phone] | [Email]

Letter 2b · Thank you after an interview (same or next working day)

Email subject: Thank you: [Job title] interview, [date]

Dear [Name of the person who interviewed you],

Thank you for meeting me today about the [job title] role. I enjoyed hearing about [one specific point from the interview]. [Add one thing that helps: a short answer to a question you handled weakly, or an example you forgot to give.] I look forward to hearing about the next steps.

Kind regards,

[Full name]

Letter 2 · Short version (LinkedIn message)

Thank you for your time today, [first name]. I enjoyed our discussion about [topic] and remain very interested in the [job title] role.
[Your name]

Letter 3 · Speculative (to an employer with no open post)

Guidance: first check the employer's careers page for a general application or talent community, and use it before you email.

Email subject: [Your degree or role] interested in [team or field] at [employer]

Dear [Name of the team head, or "Hiring Team"],

I am a [degree] graduate from [university] ([year]) with [one concrete experience]. I am writing because [one specific reason for this employer: a project it announced, a service it runs, a programme it offers].

Guidance: if you have work experience, open with it instead: "I am a [role] with [number] years in [field], most recently at [employer], where I [one result]."

[One example with a result. For instance (fictional): During my internship at Fabrikam Networks I monitored alerts for 40 client sites and wrote a script that replaced about 2 hours of manual checks a week.]

If a suitable role or graduate programme opens, I would be grateful to be considered. My CV is attached.

Kind regards,

[Full name] | [Phone] | [Email]

Guidance: write to a named person when the employer's site or LinkedIn page shows one. One email per employer; do not send the same letter to many employers at once.

Before you send: 6 checks

1. Names spelled exactly as on the employer's own page (company, role, the person you write to).
2. The reference number from the posting, if it has one.
3. Dates and titles that match your CV.
4. Only the attachments the posting asks for. Never attach your passport, ID or certificates unless the employer's official form asks for them.
5. A file name with your name, like Sara-Malik-Cover-Letter.pdf.
6. Sent from a personal email address with your name in it.

Free on CareerMENA

- ATS-friendly CV template: careermena.com/cv-templates/ats-friendly-cv/
- Interview guide: careermena.com/guides/interview-questions/
- Verified jobs: careermena.com/jobs/

Sources

Our editors read these official pages on 10 Nov 2026. If anything differs, the official page is the reference.

1. Invitation note up to 200 characters; free members up to 3 personalised invitations a month
   https://www.linkedin.com/help/linkedin/answer/46662
2. No ID or passport copies unless the official form asks
   https://u.ae/en/information-and-services/visa-and-emirates-id/Visa-information/tips-to-avoid-labour-and-visa-fraud