Remote Work Cover Letter Template

HOW TO USE THIS DOCUMENT

* Use the **Save As** function to save this document as *Remote Work Cover Letter Template*
* To create a new custom cover letter, use the **Save As** function again, and this time give it a new name.
  + Follow this step before beginning each new custom cover letter to ensure that you maintain a Template copy of this document.
  + A good document name is *Your Name Cover Letter – Company – Job Title*
* In the new document, replace any text in this color with your own unique content. You can also use the ADDITIONAL DOCUMENT RESOURCES below if they better match your needs.
* Study the job description use it as a ‘cheat sheet’ to know what to showcase in each cover letter.
  + Use the provided descriptions as inspiration and modify them to fit your unique career experience and strengths.
  + Include specific metrics, numbers, dollar amounts, and/or percentages whenever possible.
* Make sure all text in the final document is black.
* Once you’ve finished editing:
  + **Erase** all content on Page 1 of this document (leaving only your cover letter on a single page),
  + Click **Save.**

ADDITIONAL DOCUMENT RESOURCES

*Additional Opening Statements:*

* Many leaders overlook the importance of [important skill from the job description] in providing effective [important job function] over large-scale, multi-million-dollar operations and numerous cross-functional teams. Your recent posting on [platform] for a new [Job Title] captured my interest because of its emphasis on [above-mentioned skill] as a key element in overall business success.
* You’re a Senior Recruiter for a large, mission-driven company, so I imagine you take a lot of pride in [important skill from the job description]. I can relate, because that’s exactly how I approach [job function] – and why your recent posting on [platform] for a new [Job Title] captured my interest.
* When [name of referral] told me about the opening for a [Job Title] at [Company], I was immediately interested because of [Company]’s focus on [company focus from job description or website].

*Additional Bullet Point Options for Remote Work:*

* Track record of exceptional performance in remote roles.
* Experience directing a team tasked with onsite and online [function], [function], and [function].
* Proven ability to manage multiple cross-functional teams and collaborate with international customers and remote operations.
* Skilled at performing remote digital inspection on approved sites.
* Consistent focus on supporting remote, nationwide logistics.

*Additional Bullet Point Starters:*

* [Required degree and/or certification]
* Deep experience in
* Strong functional understanding of
* Track record of
* Known for
* Often sought out for / as a
* Consistent focus on
* Exceptionally skilled at
* Logo

  Description automatically generatedLogo

  Description automatically generatedSignature strengths include

**NAME NAME**

123.456.7890 | namename@email.com Location | LinkedIn.com/in/namename

Date

Name

Title

Company Name

City, State

Dear [Name or Job Title]:

[Important skill from the job description] is a craft, a hard-learned and ever-evolving skill that takes continuous improvement and even still is never fully mastered. Your recent posting on [platform] for a new [Job Title] captured my interest because it acknowledges that fact.

As a skilled [job function], my experience aligns well with the qualifications you are seeking at [Company], in particular my roles in [most relevant experience] at [Company]. After thorough consideration, I am certain my combination of background experience and interpersonal skills would make me a valuable addition to your organization.

With more than [#] years' experience, I am adept in [highly relevant skill 1], [highly relevant skill 2], and [highly relevant skill 3]. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate [highly relevant skill 4] abilities, I also have a proven history of success in [area of accomplishment]. Other notable qualifications include:

* Adept at building remote relationships and focusingLogo

  Description automatically generated on [focus area 1] while always supporting [focus area 2].
* Proven ability to lead oversight of up to ## remote associates delivering virtual and on-site services.
* Record of success leading [function] on-location and virtually via webinar for remote hires, ensuring high-quality delivery company-wide.
* Skilled at remotely managing [function 1], [function 2], [function 3], and [function 4].
* Reputation for versatility and adaptability in constantly changing environments.

In addition to my experience and personal qualifications, I have a solid educational foundation and a passion for [important value from the job description or website]. I am extremely enthusiastic about [Company]’s focus on [focus from job description or website], and would welcome the opportunity to contribute to your continued success.

Please review my attached resume for additional details regarding my career experience and let me know if you would like to schedule an appointment to discuss how my experience and background meet your needs.

Thank you for your time and consideration.

Sincerely,

Name Name

123.456.7890

namename@email.com