

Here's a basic template for a cover letter in an Excel (xlsx) format:

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| A | B |
|-----|-----|
---|
| 1 | [Your Name] |
| 2 | [Your Address] |
| 3 | [City, State, ZIP Code] |
| 4 | [Your Email] |
| 5 | [Your Phone Number] |
| 6 | |
| 7 | [Date] |
| 8 | [Employer's Name] |
| 9 | [Company Name] |
| 10 | [Company Address] |
| 11 | [City, State, ZIP Code] |
| 12 | |
| 13 | Dear [Employer's Name], |
| 14 | |
| 15 | I am writing to express my interest in the [Job Title] position
listed at [Company Name]. With my experience in [Your Field/Industry] and
a proven record of [Relevant Achievements/Skills], I am excited about the
opportunity to contribute to your team. |
| 16 | |
| 17 | [A paragraph about your experience, skills, and why you are a good
fit for the position.] |
| 18 | |
| 19 | Thank you for considering my application. I look forward to the
opportunity to discuss my qualifications further. |
| 20 | |
| 21 | Sincerely, |
| 22 | [Your Name] |
```

Feel free to customize the bracketed sections with your information and adjust the text as needed.