

Here's a template example for a cover letter saved in XLS format:

Date	Recipient Name	Recipient Title	Company Name	Company Address	City	State	Zip Code	Salutation	Body Paragraph 1	Body Paragraph 2	Closing Statement	Signature Name	Signature Title
10/10/2023	John Doe	Hiring Manager	ABC Corporation	123 Main St	Anytown	NY	12345	Dear Mr. Doe,	I am writing to express my interest in the [Job Title] position at ABC Corporation.	With my skills in [Your Skills] and experience in [Your Experience], I believe I would be a valuable addition to your team.	Thank you for considering my application.	Jane Smith	Job Applicant