

Free Minimal Cover Letter – Concept 04

A simple guide to open, customize, and export your cover letter template in Canva.

CHOOSE YOUR TEMPLATE SIZE

Use the version that matches the document size requested by your employer or region. You can edit both versions in Canva.

OPEN US LETTER

<https://canva.link/2thr569sz07czdv>

OPEN A4

<https://canva.link/47jggunjpy2ubjz>

Before you start

You need a Canva account to edit the template. A free Canva account is sufficient unless you replace elements with Canva Pro content.

QUICK NOTE

This PDF is your access guide. Keep it for future reference. The Canva template links above open a copy of the design so you can edit your own version.

Open and edit in Canva

The template is designed to be easy to customize. Keep the structure clean and only change what supports your own information.

1 Open your preferred size

Click the US Letter or A4 link on page 1. Canva will open the template in your browser or app.

2 Create your own copy

Choose "Use template" or the equivalent Canva option when prompted. This keeps the original template unchanged.

3 Replace the sample text

Update your name, contact details, recipient information, date, greeting, letter content, and closing with your own information.

4 Keep the hierarchy

Use the existing text sizes, spacing, alignment, and section order as your baseline. Avoid adding too many styles or extra decorative elements.

5 Check every section

Remove unused sample content and make sure names, dates, company details, contact information, and links are accurate before exporting.

TIP

For the cleanest and most professional result, keep your cover letter to one page. If the content feels crowded, shorten the text rather than reducing the font size or adding a second page.

Make it yours, then download

Customize carefully, then export a final file that stays sharp and easy to read.

EDITING CHECKLIST

- ☐ Use your real name and contact details
- ☐ Keep paragraphs concise and easy to scan
- ☐ Use consistent date formatting
- ☐ Personalize the letter for each application
- ☐ Remove any unused sample text
- ☐ Proofread names, links, spelling, and punctuation

DOWNLOAD SETTINGS

PDF Print

Best for high-quality printing or when maximum PDF quality is preferred.

PDF Standard

Recommended for online applications, email, and smaller file sizes.

PNG

Use only when a platform specifically asks for an image file.

How to download from Canva

1 Select Share, then Download

Canva interface labels may change slightly, but the download option is normally available from the Share menu.

2 Choose your file type

For most cover letter applications, choose PDF Print or PDF Standard.

3 Download and review

Open the exported file and check the page size, text, spacing, and clickable links before sending it.

Use it with confidence

A few final notes about usage, support, and optional HansCo resources.

LICENSE NOTE

Free for personal use!

You may edit this template for your own cover letter or job application. Please do not resell, redistribute, share the editable template link or source file, claim the design as your own, or include it in products for sale. Commercial use requires a separate license or permission from HansCo Studio.

Optional resources

Explore More Design Tips

Explore practical cover letter, typography, and design tips

[OPEN LINK](#)

Recommended HansCo Fonts

Browse fonts and typography resources

[OPEN LINK](#)

Need help?

Visit HansCo Studio for support and updates

[OPEN LINK](#)

Thank you for using HansCo Studio.

Good luck with your application.