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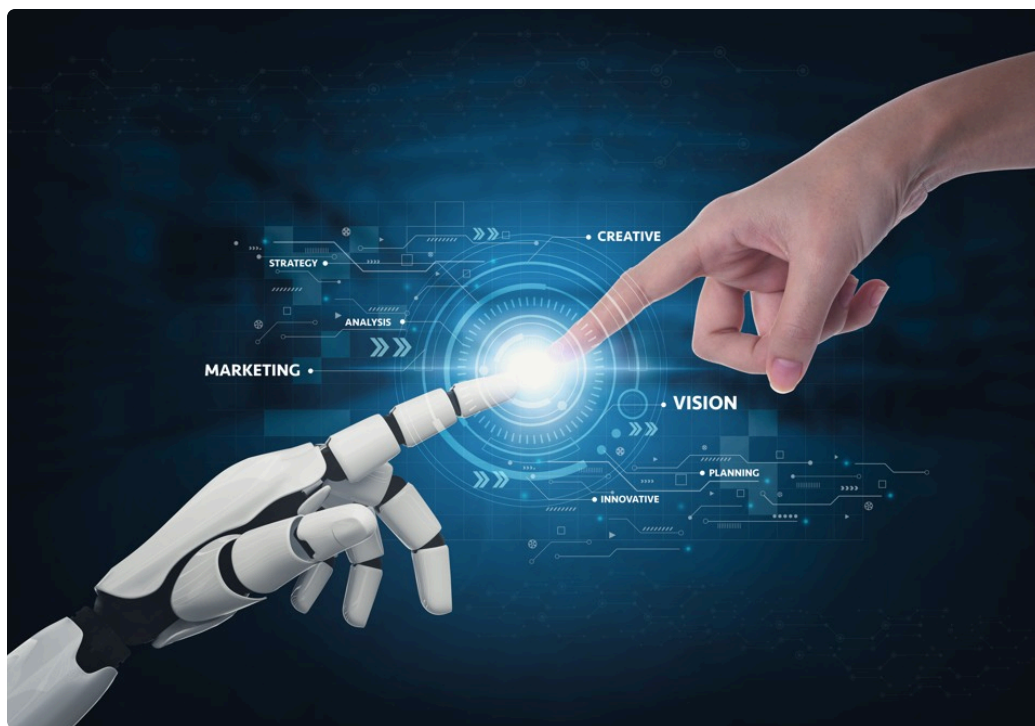⌂ Jobscan / Blog / Cover Letter / **How to Use ChatGPT to Write Your Cover Letter**

Cover Letter

June 26, 2025

How to Use ChatGPT to Write Your Cover Letter

Used the right way, ChatGPT can help you write a compelling cover letter. This guide shows you how to use prompts and fine-tune your letter.

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If you're applying for jobs, chances are you've dreaded writing a cover letter.

They can be time-consuming, repetitive, and tough to get right, especially when you're not sure what to say or how to say it without sounding generic.

But are cover letters really necessary?

In most cases, yes! According to Jobscan's [State of the Job Search](#) report, applicants who included a cover letter were **3.4 times** more likely to land an interview. It demonstrates that you're thoughtful, motivated, and serious about the role.

That's where ChatGPT comes in. With the right prompt, it can help you write a professional, personalized cover letter in less time.

This guide will show you [how to write a cover letter](#) that actually gets attention, without sounding like everyone else.

Generate a tailored cover letter in seconds

Just paste your resume and the job description, and Jobscan will instantly generate a tailored cover letter you can edit and send.

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ChatGPT is a free AI tool that can help you write a cover letter, but it needs the right input.

If your prompt is too vague, you'll get a bland, generic draft that could apply to anyone. That's because ChatGPT doesn't know your background, your accomplishments, or why you want the job, unless you tell it.

ChatGPT works by responding to prompts. These are instructions that guide what it writes and how it writes it. The better your prompt, the better the result.

Should you use ChatGPT to write a cover letter? Yes, but it has its pros and cons. While ChatGPT is a powerful tool, like any tool, it works best when you use it with care.

How to write a ChatGPT cover letter in 3 simple steps

Now that you know what ChatGPT can (and can't) do, here's how to actually use it to write a great cover letter—fast.

Step 1: Gather your materials

To get started, tell ChatGPT that you need a cover letter. You can also provide some basic information about the job you're applying for and what you'd like to emphasize in your cover letter.

You'll need the following:

- **The job description:** This is where you'll find the keywords, responsibilities, and company values you'll want to reference in your letter.

- **Your resume or LinkedIn profile:** ChatGPT needs to understand your background. Use your resume or copy your LinkedIn profile so it knows your experience, skills, and accomplishments.

- **A few key achievements:** Think of 2–3 specific accomplishments that show the kind of results you deliver. Bonus points if they i **Skip to content**

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> "why"?

Once you've got all of that ready, you're set for step 2: writing the prompt.

Step 2: Use these prompts to write a cover letter with ChatGPT

Once you've gathered your materials, it's time to put them to work. The secret to getting a strong draft from ChatGPT is using the right prompt.

Here are three prompt types you can use, depending on where you are in the process:

1. General cover letter prompt

If you're applying to similar jobs and want a reusable draft, this prompt will help you build a flexible template you can customize later.

It doesn't require a job description, just your background and key strengths.

Try this prompt:

General cover letter prompt   ⧉ Copy

"Write a professional cover letter for a [job title] with [X years of experience]. Highlight 3–4 transferable skills, a few key accomplishments, and keep the tone clear and confident. Make the letter easy to customize for future applications."

This gives you a solid base to work from. Later, you can tweak a few lines to reflect a specific role or company, without having to start from scratch every time.

2. Targeted cover letter prompt

If you're applying to a specific job, this is the prompt you want to use. Unlike the general template, this one requires the job description along with your resume or LinkedIn profile.

ChatGPT will use both to tailor your cover letter **Skip to content** le you're targeting.

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Targeted cover letter prompt   ⬚ Copy

"Using this job description and my resume, write a personalized cover letter that shows why I'm a strong fit for the role. Job description: [paste job description]. Resume: [paste resume or LinkedIn profile]."

This helps ChatGPT align your skills, experience, and accomplishments with exactly what the employer is looking for, making your application more targeted and effective.

Here's an example of what that prompt might look like in ChatGPT:

3. Confidence and clarity booster prompt

If your letter feels too flat or unsure, this prompt helps make your writing sharper and more impactful.

Try this prompt:

Confidence and clarity booster prompt   ⬚ Copy

"Rewrite this cover letter to sound more confident. Use stronger action verbs and emphasize measurable results. Keep the tone clear and professional."

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Step 3: Edit and personalize the AI output

Once ChatGPT gives you a draft, don't just copy and paste it into your application. This step is where you make the letter truly yours.

How to personalize your ChatGPT cover letter

1 **Add your voice**

Read your cover letter out loud. Does it sound like something *you* would say? If not, tweak the tone until it feels natural and genuine.

2 **Replace placeholders**

ChatGPT may leave sections like "[Company Name]" or "[Insert Achievement]" blank. Make sure you fill in every missing detail before sending.

3 **Verify the facts**

Sometimes ChatGPT gets creative. Double-check that all experience, skills, dates, and results are accurate.

4 **Keep it concise**

A good cover letter doesn't need to be long. Aim for under 300 words. Short, focused, and skimmable works best.

5 **Match the tone to the company**

A letter for a law firm shouldn't sound the same as one for a creative agency. Adjust your language and tone to reflect the industry.

Not getting what you want from ChatGPT? Or wa **Skip to content** draft to a stronger version?

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can refine and use.

It's a fast, targeted way to get a strong draft, especially if you're short on time. Watch this brief video to see how Jobscan's cover letter generator works:

AI-Powered Cover Letter Generator | Jobscan

▶

Bonus: prompts to refine your draft

Once you've reviewed your initial draft, you can use ChatGPT again to help improve or tighten it.

Here are a few quick prompts to try:

- **To shorten it:** "Shorten this cover letter to under 200 words while keeping the strongest points."

- **To add metrics:** "Rewrite this cover letter to include more measurable results where possible."

- **To vary tone:** "Make this cover letter sound more enthusiastic but still professional."

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Don't rely on ChatGPT too much

"Use ChatGPT as a tool to assist in the writing process, not as a replacement for your input and effort. Your insights, experiences, and knowledge are not just important, they are crucial to creating a compelling cover letter that truly represents you."

Clair Levy, Certified Executive Resume Writer

How to write prompts for specific situations

Different backgrounds call for different strategies. These prompts are tailored to your experience level, but to get the best results, you'll also need to provide the right information along with the prompt.

No experience / entry-level

If you're just starting out, focus on what you've learned and how you've applied it. Academic projects, volunteer work, and internships can show real value.

What to include along with the prompt:

- Job description

- Coursework or major

- Academic or class projects

- Volunteer work or internships

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No experience / entry level prompt   ⧉ Copy

"Write a cover letter for an entry-level [job title] position. I've studied [your major or area of study] and completed coursework in [course names]. I worked on [academic project] which involved [short description and results]. I also volunteered at [organization], where I [impact]. Tailor the letter to this job description: [paste job description]. Keep it under 300 words and sound enthusiastic but professional."

Mid-level professionals

Show how your experience has grown and the value you've delivered. Focus on achievements and career progression.

What to include along with the prompt:

- Job description

- Resume or LinkedIn profile

- 2–3 key accomplishments (with numbers if possible)

- Areas of responsibility from past roles

- Any leadership or collaboration experience

Try this prompt:

Mid-level professionals prompt   ⧉ Copy

"Write a cover letter for a [job title] with [X] years of experience. My resume includes roles in [previous job titles] where I was responsible for [key responsibilities]. Highlight these achievements: [achievement 1], [achievement 2], [achievement 3]. Tailor the content to

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Senior-level leaders

You're aiming to show strategic leadership, big-picture thinking, and major outcomes. Use strong, high-level language.

What to include along with the prompt:

- Job description

- Resume or LinkedIn profile

- Strategic initiatives you've led

- Leadership experience (team size, scope)

- 2–3 key results (business growth, cost savings, transformations)

Try this prompt:

Senior-level leaders prompt   ⧉ Copy

"Write a cover letter for a senior-level [job title] position. I've led initiatives such as [initiative] that resulted in [impact]. I managed teams of [number], oversaw budgets of [amount], and helped achieve [strategic outcome]. Tailor the tone to match this job description: [paste job description]. Keep it confident, polished, and executive-level."

Career changers

Help ChatGPT understand what you're leaving, where you're going, and what transferable value you bring.

What to include along with the prompt:

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- Resume or LinkedIn profile

- Current industry and target industry/role

- Transferable skills and relevant achievements

- A short reason for your career change

Try this prompt:

Career changers prompt   ⧉ Copy

"Write a cover letter for someone transitioning from [current field] to [target role or industry]. I've developed skills in [list transferable skills] through my work in [previous field], including [achievement or project]. I'm making this pivot because [brief explanation]. Use the following job description to tailor the letter: [paste job description]. Keep it forward-looking, confident, and around 250–300 words."

How to use ChatGPT in your job search

ChatGPT isn't just for writing full cover letters. You can also use it to sharpen your strategy, improve your content, and save time on repetitive tasks.

Just make sure to feed it the right info along with your prompt.

1. Find the right keywords

Hiring managers (and ATS) scan for specific words related to skills, qualifications, and tools. This prompt helps you identify those terms so you can naturally weave them into your application.

What to include: The full job description. ChatGPT will scan it for frequently mentioned skills, qualifications, and tools, so you can mirror that language in your application.

Find the right keywords prompt   **Skip to content**   ⧉ Copy

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Want to take the guesswork out of keyword optimization? Try Jobscan's Cover Letter Generator. It analyzes your resume and the job description to create a tailored cover letter that's optimized for both content and ATS.

You can even turn on the "Highlight Skills" feature to instantly see which keywords were included, so you know your letter is aligned with what employers are looking for.

2. Research the company

Personalizing your cover letter shows genuine interest, and including details about the company's mission, values, or recent news can help your letter stand out. This prompt helps you find those details quickly.

What to include: The company name. You can also paste a link to their About or News page for better results.

Research the company prompt   ⧉ Copy

"Summarize the mission, values, and recent news about [Company Name]."

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Using the STAR method—Situation, Task, Action, Result—helps you clearly communicate your impact. This prompt turns a plain bullet point into a mini success story.

Here's an example:

> **S = Situation:** What was the context or background?
> *Example:* "Customer satisfaction scores were dropping at our call center."
>
> **T = Task:** What was your responsibility or goal?
> *Example:* "I was asked to identify the cause and improve the scores within three months."
>
> **A = Action:** What action did you do to address it?
> *Example:* "I analyzed support call logs, discovered common pain points, and launched a new training program focused on active listening and empathy."
>
> **R = Result:** What happened as a result of your action?
> *Example:* "Customer satisfaction scores increased by 25%, and call resolution time dropped by 15%."
>
> **Final bullet**: "Improved customer satisfaction scores by 25% and reduced call resolution time by 15% by identifying service gaps in support call logs and launching a targeted training program for staff focused on active listening and empathy."

What to include: A resume bullet point or a short description of a past achievement. ChatGPT will rework it into the STAR format.

Turn your experience into a story prompt   📋 Copy

"Rewrite this bullet point using the STAR method: [paste bullet]."

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4. Write a stronger opening line

Your first paragraph sets the tone for the rest of your cover letter. This prompt helps you craft an opening that's attention-grabbing and tailored to the job.

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Write a stronger opening line prompt   ⧉ Copy

"Write an attention-grabbing opening paragraph for a cover letter applying to this job: [paste job description]. I'm excited about this role because [insert reason]."

Even small improvements can make your application stronger. The more context you give ChatGPT, the better its output will be, so always include your materials, not just the prompt.

ChatGPT cover letter do's and don'ts

ChatGPT can save you time, but only if you use it wisely. These tips will help you avoid common ChatGPT cover letter mistakes and make sure your cover letter still sounds personal, polished, and professional.

✅ Do's	❌ Don'ts
• **Paste company values into your prompt** so ChatGPT can reflect the company's tone and priorities.	• **Don't copy and paste the draft without reviewing it.** AI-generated text still needs editing.
• **Use storytelling frameworks** like STAR to make your experience more engaging.	• **Don't forget to personalize** the letter with your voice and specific reasons for applying.
• **Ask for multiple versions** of a paragraph or sentence and choose the one that sounds strongest.	• **Don't include inaccurate or made-up details.** Always check for factual correctness.
• **Have it suggest alternative phrasing** when you're stuck or unsure how to word something.	• **Don't reuse the same letter for every job.** Generic content won't get you noticed.

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letter?

If you use it the right way, ChatGPT can be a powerful time-saver. It can help you write faster, get unstuck, and generate ideas you might not have considered on your own.

But it's just a tool. The most effective cover letters still reflect *your* voice, *your* experience, and *your* motivation.

Worried that employers will know you used AI?

Don't be, *as long as you personalize it*. AI-generated text only stands out when it's vague, robotic, or clearly off-target. The best writing isn't about being 100% original. It's about being clear, relevant, and real.

So use ChatGPT to speed up the process. Let it help you brainstorm, format, and fine-tune. Just make sure the final version sounds like something *you'd* actually say.

That's the difference between a forgettable form letter, and one that gets interviews.

Tips to make your ChatGPT cover letter even better

Once you've used ChatGPT to generate a strong draft, the final step is making it feel personal, polished, and professional.

The following [cover letter tips](#) will help you refine your letter, avoid common mistakes, and add the finishing touches that make a real difference.

Tip #1. Know the difference between a cover letter vs. a resume

It's important to [understand the difference between a cover letter and a resume](#). A resume highlights your experience; a cover letter adds context, motivation, and personality.

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letter can explain that a resume can't to better understand its value in telling your story.

Tip #2. Address your cover letter properly

Your cover letter should feel like it's written for a real person, not a faceless company. That's why it's worth spending a few minutes trying to find the hiring manager's name.

Check the job posting, the company's website, or even LinkedIn. But if you come up short, don't worry. There are still ways to make your letter feel personal and professional.

For a full breakdown of what to say—and what to avoid—this guide explains how to address a cover letter even if you don't have a direct contact.

Tip #3. Start with a strong opening paragraph

Start by making sure your opening paragraph grabs attention and clearly states why you're excited about the role. A strong introduction can set the tone for the entire letter and give the hiring manager a reason to keep reading.

It should highlight what draws you to the company, what makes you a great fit, and what you're hoping to contribute. Here's how to start a cover letter that stands out, with examples and strategies to get it right.

Tip #4. End your cover letter properly

As you wrap up, your closing lines matter too. This is your chance to leave a lasting impression.

Restate your interest, express confidence, and invite next steps without sounding generic or pushy. Learn how to end a cover letter in a way that reinforces your enthusiasm and encourages a response.

And don't overlook the final detail: how you sign a cover letter can subtly reinforce professionalism and polish.

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