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18 Free Cover Letter Templates That Will Actually Get You Interviews

Optimize your cover letter



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Simple Cover Letter Template

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[Date]

[Your name]
[Street Address]
City, State, Zip] (123)-456-7890
email@mail.com

[Recipient's name]
[Title]
[Company name]
[Street Address]
City, State, Zip]

Greeting

- Start with a formal greeting, such as "Dear Mr./Ms. Last Name".
- If you can't find the name of the hiring manager, you can use "Dear Hiring Manager" or "To Whom it May Concern"

First Paragraph

This is the first paragraph where you should introduce yourself.

Example: "I am writing in response to the advertisement [where you saw the job advertisement (LinkedIn, Indeed, social media, etc.)] for the [title of position]. Please see my attached resume for your review."

Middle Paragraph(s)

- Talk about your qualities and skills that would be helpful in that job.
- This is the paragraph where you're selling yourself to the company. If someone asked you the question, "Why should we hire you?", this paragraph would be your answer.

Example: "After many positive experiences [state experience relating to the position advertised], I am looking forward to earning a position with [name of company]. I am confident I am a good fit for this role because [state relevant hard and soft skills]. I greatly respect your mission of [state company mission] and feel your company's values align closely with my own. [Give example of when you demonstrated company values.]"

Closing Paragraph

That Will Actually Get

Jobscan's cover letter templates are clean and professional. We intentionally avoided using flashy colors and design elements when creating them. Why?

Because most companies nowadays use applicant tracking systems (ATS) to screen resumes and cover letters. These systems can struggle to read and interpret visually complex documents.

This means your beautifully designed, eye-catching cover letter might remain stuck in an ATS database, never to be seen by an actual human being.

By using one of our simple, easy-to-read templates, you'll significantly improve the chances that your cover letter will successfully pass through an ATS and into the hands of a hiring manager.

It's super easy to get started too! Simply click the download button to get your hands on a Word document that you can customize to fit your unique situation.

When you're done writing your cover letter, run it through Jobscan's ATS-friendly cover letter checker to get personalized feedback on how to improve your letter and make it even more compelling to employers.

Simple Cover Letter

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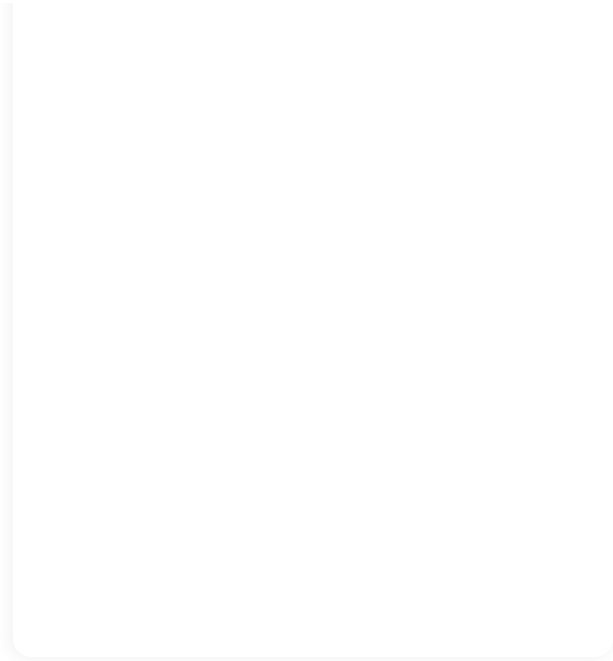


Operations Manager Cover Letter

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Networking Cover Letter

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What is a cover letter?

It's a letter of introduction that you send along with your resume when you apply for a job.

The key thing to remember about your cover letter is that it shouldn't simply regurgitate your resume. Instead, it should support it.

Your cover letter can do this by:

- Explaining why you're excited about the job opportunity

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- Showing off your personality (but not too much!).

By highlighting your strengths and showing your passion for the role and the company, your cover letter can make a strong case for why you deserve an interview.

NOTE: Get inspired by our expertly crafted [cover letter examples](#) and learn what makes each one shine. Our examples cover a wide range of jobs, industries, and situations, providing the guidance you need to create a winning cover letter.

Are cover letters necessary in 2023?

While some companies may not require one, a cover letter can still set you apart from other applicants and increase your chances of landing an interview.

In one [survey](#), 83 percent of hiring managers said cover letters played an important role in their hiring decision.

In fact, most of the respondents in that survey claimed that a great cover letter might get you an interview even if your resume *isn't strong enough*.

So don't skip the cover letter! When done correctly, it can be a powerful tool in your job search toolkit.

Why should you use a cover letter template?

Here are the [5 main reasons](#) why you should use a cover letter template.

1. It saves you time by creating personalized letters quickly and easily.
2. It provides a framework or structure for your cover letter.

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4. It makes it easy to customize your cover letters for multiple applications.
5. It helps you create a professional and polished cover letter without starting from scratch.

A template helps you streamline the cover letter writing process. This means you can devote more time and energy to other important aspects of your job search, such as networking and researching potential employers.



Generate a personalized cover letter in as little as 5 seconds

Our AI-powered cover letter generator uses GPT-4 technology to create a personalized and ATS-friendly cover letter in one click.

Try our cover letter generator today!

What should you include in your cover letter?

Every [cover letter format](#) should include the following information:

Contact information: Your name, address, phone number, and email address should be at the top of the letter.

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Opening paragraph: State the position you're applying for and explain how you found out about the job. You can also briefly mention why you're interested in the position and the company.

Body paragraphs: Use one or two paragraphs to highlight your relevant skills, experience, and qualifications that match the job requirements. Provide specific [accomplishments examples](#) and how they show off your abilities.

Closing paragraph: Repeat your interest in the position and thank the hiring manager for considering your application. You can also include a sentence or two about why you believe you'd be a good fit for the company culture.

Closing: Conclude your cover letter with a professional sign-off, such as "Best regards," or "Sincerely".

Do you need a unique cover letter for every job?

Absolutely! Do NOT use the exact same cover letter and simply change the name of the company and the position.

Instead, [tailor each cover letter](#) to the position you're applying for.

You can do this by highlighting how your skills and experience match the specific requirements and responsibilities of the position.

It's *crucial* to include the keywords that are in the job posting.

Why? Because your application will most likely go straight into an ATS database. Hiring managers search through this database for suitable job candidates by typing keywords into the search bar.

If your [cover letter includes these keywords](#), it will be seen by the hiring manager. If it doesn't include these keywords, your cover letter will remain in the database.

Not sure if your cover letter is ATS-friendly? Try our [Skip to content](#) Jobscan's [cover letter checker](#).



How to write a cover letter if you have no work experience

If you don't have much work experience, writing a strong cover letter can be challenging. But you can still do it!

Here are some tips to help you out:

Hook the reader right away. Introduce yourself and explain why you are interested in the position. If possible, mention a specific aspect of the company or role that especially appeals to you.

Highlight your relevant skills and experience. Focus on the skills you've gained through school projects, internships, volunteer work, or extracurricular activities. Be sure to provide specific examples.

Showcase your enthusiasm and willingness to learn. Employers look for candidates who are eager to learn and grow. Use your cover letter to convey your enthusiasm for the role and your willingness to take on new challenges.

Close with a strong [call to action](#). End your cover letter by requesting an interview or expressing your interest in discussing the position further.

Proofread your cover letter carefully and customize it for each position you apply for.

Cover letter do's and don'ts

- ✓ • Address the letter to a specific person [Skip to content](#), if possible.



- Use keywords from the job description.
- Highlight your relevant skills and experiences.
- Use specific, measurable results to demonstrate your abilities.
- Try to inject some of your personality into the cover letter.
- Proofread your letter carefully for errors.
- Run your cover letter through Jobscan's [cover letter checker](#).

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- Use a generic greeting, such as ["To Whom It May Concern."](#)
- Use a one-size-fits-all cover letter for all your job applications.
- Simply repeat your resume in your cover letter.
- Use overly casual or informal language.
- Write a long and rambling cover letter.
- Use jargon or technical terms that the hiring manager may not understand.
- Include irrelevant information or details.
- Send a cover letter with spelling or grammatical errors.

FAQs

Q: How long should a cover letter be?

Most cover letters are too long. The ideal length is around 250-400 words. Hiring managers probably won't read anything longer.

Q: Should I use a PDF or a Word [Skip to content](#) template?



resume works just as well.

Q: Can I email my cover letter instead of sending a cover letter?

Yes, you can email your cover letter instead of sending a physical copy through the mail. In fact, many employers now prefer to receive cover letters and resumes via email or through an online application system.



Generate a personalized cover letter in as little as 5 seconds

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