**Optimize your cover letter to get more job interviews**

This free cover letter template will help you write an ATS-friendly cover letter. But how do you know what the hiring manager is looking for? What skills and experience should you include to show you’re the best candidate?

**Jobscan’s** [cover letter checker](https://www.jobscan.co/cover-letter-checker?utm_medium=referral&utm_source=cover-letter-templates&utm_campaign=cover-letter-templates&utm_content=internal-link) **helps you optimize your cover letter for each job listing so that your application is more attractive to recruiters and hiring managers.**

An optimized cover letter leads to more responses, more interviews, and more offers for the jobs you *really* want.

*“Honestly, it was like the floodgates opened. Within a week…I was absolutely flooded with contacts and people reaching out.”* [Kelly, South Carolina, Jobscan User](https://www.jobscan.co/blog/kelly-built-a-network-and-landed-a-job-in-a-new-city-using-jobscans-linkedin-optimization?utm_medium=referral&utm_source=cover-letter-templates&utm_campaign=cover-letter-templates&utm_content=internal-link)

*”It’s the greatest tool that I have seen when it comes to searching for jobs.”* [Mark Stark, Career Success Coach](https://www.jobscan.co/blog/why-this-career-coach-uses-jobscan?utm_medium=referral&utm_source=cover-letter-templates&utm_campaign=cover-letter-templates&utm_content=internal-link)

*“We’re seeing easily 30% or more increase in calls from recruiters when our students use Jobscan to tailor their resumes.”* [Jeffrey Stubbs, Director, Baylor University Career Center](https://www.jobscan.co/blog/jobscan-case-study-baylor-university?utm_medium=referral&utm_source=cover-letter-templates&utm_campaign=cover-letter-templates&utm_content=internal-link)

It’s frustrating to apply for dozens of jobs and not get any interviews. Use [Jobscan](https://www.jobscan.co/?utm_medium=referral&utm_source=cover-letter-templates&utm_campaign=cover-letter-templates&utm_content=internal-link) to optimize your resume, cover letter, and LinkedIn profile.

**90% of Jobscan Premium users landed an interview.**

Jobscan users have been hired by:

Logo

Description automatically generated with medium confidenceLogo

Description automatically generated with medium confidence

Logo

Description automatically generated

**Cover Letter Template for a Professional**

*Once you’ve filled out the template, check to see how well it matches the job description using the* [Jobscan](https://www.jobscan.co/cover-letter-checker?utm_medium=referral&utm_source=cover-letter-templates&utm_campaign=cover-letter-templates&utm_content=internal-link) *Cover Letter Scanner. (Don’t forget to delete this when using)*

[Date]

[Your name]

[Street Address

City, State, Zip]

(123)-456-7890

email@mail.com

[LinkedIn profile and/or website address]

[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

* In one to three sentences, explain why you are writing and mention the specific position you are applying for.
* Highlight the main experience or qualification you have that would make you ideal for this job.
* If someone referred you, this is the place to mention it.

**Example**: “I’m excited to apply for the Senior Digital Marketing position at Kovacek Group. As a content marketing specialist with over 3 years of professional experience conducting market research, analyzing consumer information, and executing A/B tests to develop successful marketing campaigns, I feel confident that I would be a great addition to the team at Kovacek Group.”

Middle Paragraph(s)

* This is where you sell yourself to the hiring manager and show why you are the best candidate for the job.
* Focus on your recent achievements and use strong verbs to describe your skills.
* If you don't have all the required skills, emphasize any transferable talents you have that are relevant to the position.
* Explain how your skills and qualifications will make you a valuable asset to the company or organization.

**Example:** “I was Head Bookkeeper at Ledner, Mitchell, and Wolff for the past five years, keeping track of all the financial records. I'm proud to say that during my time there, we enjoyed unparalleled success and saw an 18 percent increase in revenue.”

“I have a graduate degree in finance and over 10 years experience in the accounting field. I'm especially skilled with numbers, and my attention to detail has helped me reduce expenses for my employers while improving their bottom line.”

Closing Paragraph

* Thank the reader for their time and attention.
* Reiterate your interest and enthusiasm about the new position.
* Mention that you look forward to hearing from them shortly.

**Example:** “Thank you for considering my application. I feel confident that I would be a good fit for this job because of my work experience, education, and skill set. I look forward to hearing from you soon and discussing the bookkeeping position with you in more detail.”

Thank You,

Your full name