

Cover Letter Building with ChatGPT

1. Drafting a cover letter
 - a. [Company-specific cover letter](#)
 - b. [Company-specific cover letter based on JD](#)
 - c. [Cover letter based on JD and resume](#)

Prompt 01: Company-specific cover letter

Example 1:

Write a cover letter based on the following details:

Company name: Delhivery

Role: Full stack web developer

Education: Full stack web development course, 6 months full-time Masai school

Reason for applying: keen interest in the company and the role

Use a polite and professional tone. Keep the language rich and conversational.

Highlight skills and capabilities to convince as a right fit for the role.

Do not exceed 150 words. Each paragraph should not be more than 4 lines

ChatGPT Response:

Dear Hiring Manager,

I am excited to apply for the Full Stack Web Developer role at Delhivery. As a recent graduate of the full-time Masai School web development program, I am confident that my skills and passion for technology make me an ideal candidate for this position.

During my time at Masai School, I gained hands-on experience working with Java, Spring Boot, MySQL, and JavaScript, as well as front-end technologies like HTML and CSS. Through various team projects, I developed strong problem-solving and collaboration skills, which I believe will be valuable assets in a fast-paced and dynamic work environment like Delhivery.

What attracts me most to Delhivery is its innovative approach to logistics and e-commerce, and I am thrilled at the prospect of contributing to such a dynamic and forward-thinking company. I am confident that my technical expertise and enthusiasm for learning make me an excellent fit for the Full Stack Web Developer role.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]

Example 2:

Write a cover letter based on the following details:

Company name: Delhivery

Role: Full stack web developer

Education: Full stack web development course, 6 months full-time Masai school

Reason for applying: keen interest in the company and the role

Use a polite and professional tone. Keep the language rich and conversational.

Highlight skills and capabilities to convince as a right fit for the role.

Do not exceed 150 words. Each paragraph should not be more than 4 lines

ChatGPT Response:

Subject Line: Application for Data Analyst Position at JioSaavn

Dear Hiring Manager,

I am writing to express my interest in the Data Analyst position at JioSaavn. As a recent graduate of a 6-month Data Analytics program from Masai school, I am confident in my abilities to excel in this role.

I have a strong passion for data analysis and have gained experience in various analytical tools and techniques during my program. My ability to analyze large datasets, identify trends, and generate insights will make a valuable contribution to JioSaavn's data analysis team.

I am impressed by JioSaavn's innovative approach to music streaming and the company's commitment to providing a seamless user experience. I am excited about the opportunity to be a part of such an esteemed organization and contribute to its growth.

Thank you for your consideration. I look forward to the opportunity to further discuss my qualifications and how I can contribute to the success of JioSaavn as a Data Analyst.

*Sincerely,
[Your Name]*

Prompt 02: Company-specific cover letter based on JD

Step 01: Paste the JD shared by the company for the role applying for.

(Sample JD used here: Meesho - Full Stack Web Developer)

Step 02: Add the following message:



Write a cover letter suitable for the above Job description. Use the details and instructions given below.

Education: Full stack web development course, 6 months full-time Masai school

Reason for applying: excited to learn and grow with the company

Use a polite and conversational tone. Keep the language simple and professional.

Highlight skills and capabilities to convince as a right fit for the role.

Do not exceed 150 words. Each paragraph should not be more than 4 lines

ChatGPT Response:

Dear Hiring Manager,

I am excited to apply for the Full Stack Developer position at Meesho. With a 6-month full-time Masai school course in Full Stack Web Development and hands-on experience in React, Node.js, and NoSQL databases, I believe I have the skills and qualifications necessary to excel in this role.

As someone with a passion for problem-solving and creating compelling user experiences, I am eager to join the User Growth team at Meesho. I am confident that my ability to translate wireframes and PSD designs into functional web apps, create Restful services with Node.js, and produce bug-free and production-grade code will contribute to the team's mission of acquiring new customers and keeping them engaged.

I am excited to learn and grow with Meesho, a company that is committed to providing seamless experiences for its users. My strong coding and design skills, knowledge of best software engineering practices, and ability to wear many hats and learn new technologies quickly make me a perfect fit for this role.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and how I can contribute to Meesho's growth and success.

*Sincerely,
[Your Name]*

Prompt 03: Cover letter based on JD and resume

Write a customised cover letter for me based on the job description and resume which I will share below.

Reason for applying: interest to work with the company and learn new things

Use a polite and conversational tone. Keep the language simple and professional.

Highlight skills and capabilities to convince as a right fit for the role.

Do not exceed 150 words. Each paragraph should not be more than 4 lines

Next step: Paste the Job description and the resume content in the chatbox and press enter.

ChatGPT Response:

Dear Hiring Manager,

I am writing to express my keen interest in the Software Development Engineer role at NoBroker.com. With my experience in Java and Python, I am confident in my ability to create prototypes and proofs-of-concept for iterative development. I am excited about the opportunity to work with a team that is passionate about innovation and creating solutions that solve real-world problems.

In my previous role, I developed and supported the smooth operation of services and collaborated with cross-functional teams to design and code features. I have a keen eye for detail and can think abstractly, which has allowed me to build features from scratch and drive them to completion. I am also proficient in writing clean, extendable, and maintainable code, and I have a strong understanding of data structures and algorithms.

I am constantly driven to explore, improve, enhance, automate, and optimize systems and tools to meet evolving business and market needs. My experience in project management, problem-solving, and team collaboration has enabled me to effectively document my code and conduct peer code reviews.

Thank you for considering my application. I look forward to the opportunity to contribute to your team and learn new things.

*Sincerely,
[Your Name]*