

## 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: