**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

**Olivia Carter**

*Administrative Assistant  
Denver, CO • (555) 555-1234*

*olivia.carter@email.com • linkedin.com/in/oliviacarter*

January 13, 2024

**Mark Williams**

Office Manager

Summit Enterprises

456 Skyline Blvd

Denver, CO 80203

Dear Mark Williams,

I am excited to apply for the Administrative Assistant position at Summit Enterprises. With over three years of experience in office administration and a strong ability to manage multiple priorities, I am eager to contribute to your team’s efficiency and success.

In my previous role at Peak Solutions Group, I streamlined office operations, reducing administrative delays by 20% through improved scheduling and document management systems while coordinating meetings and travel logistics for a team of 15, ensuring seamless execution of company events and schedules.

These accomplishments reflect my attention to detail, organizational skills, and dedication to supporting team productivity. I am proficient in Microsoft Office Suite, Google Workspace, and project management tools like Asana, which I have used to ensure smooth day-to-day operations.

What excites me most about Summit Enterprises is your commitment to innovation and fostering a collaborative environment. I am particularly drawn to the opportunity to support your dynamic team by ensuring administrative tasks are handled efficiently, allowing them to focus on strategic goals.

I pride myself on being a proactive and dependable team member, always ready to tackle challenges and maintain a positive office atmosphere. I am confident that my skills and experience align with your needs for this role.

Thank you for considering my application. I would welcome the opportunity to discuss how I can support your team at Summit Enterprises. Please feel free to contact me at olivia.carter@email.com or (555) 555-1234.

I look forward to the possibility of contributing to your team’s success.

Best regards,

**Olivia Carter**