**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

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Description automatically generated

**Rachel Kim**

San Francisco, CA • (555)555-1234 • rachel.kim@email.com • linkedin.com/in/rachelkim

March 14, 2024

**Daniel Harris**

Director of Operations

Pinnacle Strategies

123 Market Street  
San Francisco, CA 94103

Dear Daniel Harris,

I am excited to apply for the Business Manager position at Pinnacle Strategies. With 10 years of experience driving operational success and leading cross-functional teams, I am eager to contribute my skills to your mission of delivering innovative solutions to clients.

In my previous role as Operations Manager at Synergy Solutions, I:

* **Increased revenue by 30%** by implementing a customer retention program and optimizing sales processes.
* **Led a team of 25 employees**, improving productivity by 20% through enhanced training and development initiatives.
* **Streamlined operations**, reducing overhead costs by $150,000 annually while maintaining high service quality.

These experiences have equipped me with the leadership, strategic planning, and problem-solving skills needed to thrive in a dynamic environment like Pinnacle Strategies.

Here’s how I can add value to your organization:

* **Strategic Growth:** Identify and execute opportunities for market expansion and operational efficiency.
* **Team Empowerment:** Develop high-performing teams through mentorship and clear goal alignment.
* **Data-Driven Insights:** Leverage analytics to drive informed decision-making and improve business outcomes.

Pinnacle Strategies’ focus on delivering tailored client solutions resonates with me, and I am excited about the opportunity to bring my expertise to your team.

I look forward to connecting to discuss how my background aligns with your goals. I will follow up next week to explore a potential meeting, but please feel free to reach out to me directly at rachel.kim@email.com or (555) 555-1234.

Thank you for considering my application. I am eager to contribute to Pinnacle Strategies’ success.

Best regards,

**Rachel Kim**