**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

**HARPER KENT**

Tampa, FL • (555) 555-1234

harperkent@email.com • linkedin.com/in/harper-kent

April 14, 2023

John Billings

Hiring Manager

American Organization

45 Beaver Meadow Rd.

Tampa, FL 40333

Dear Mr. Billings,

As an experienced communications professional, I'm very interested in the American Organization's Director of Communications position.

I have a proven track record in almost all the competencies you're seeking. Here are a few highlights:

* Handled a wide range of creative services, collaborating with creative services peers, subordinates, and vendors to produce marketing and other print communications, as well as online communications and video projects.
* Exceptional writing and editing skills honed over the past 13 years in public relations and corporate communications; from press releases to newsletters to video scripts to websites and yes, guest columns.
* Developed and implemented communications strategies for reaching employees and other stakeholders.

As a recent transplant to Miami, I still own a home in Tampa and would love to put my skills to work back in Tampa. While I really appreciate my current company, colleagues, and boss - I've discovered that living and working in Tampa is where I would rather be.

I will call in one week to follow up. Meanwhile, you can contact me at (555) 555-1234 or via email at harperkent@email.com.

Sincerely,

Harper Kent