**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

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Description automatically generated

**Sophia Martinez**

Front Desk Associate

(555) 555-1234 | sophiamartinez@email.com | linkedin.com/in/sophiamartinez | Los Angeles, CA

October 23, 2024

**Jennifer Lee**

Front Office Manager

Harmony Hotel & Spa

789 Oceanview Blvd

Santa Monica, CA 90401

Dear Jennifer Lee,

As a customer-focused professional with over two years of experience in front desk operations, I am excited to apply for the Front Desk Associate position at Harmony Hotel & Spa. Your reputation for delivering exceptional guest experiences aligns perfectly with my passion for hospitality and ensuring every guest feels welcome.

In my current role as a Front Desk Assistant at Coastal Suites, I:

* **Maintained a 95% guest satisfaction rate**, consistently exceeding service expectations.
* **Efficiently managed guest check-ins and check-outs** for up to 100 guests daily, ensuring a seamless and positive experience.
* **Implemented a reservation tracking system** that reduced booking errors by 20% and improved team efficiency.

My ability to remain calm under pressure and solve guest concerns promptly has been critical to my success in fast-paced environments. I thrive on creating a welcoming atmosphere and take pride in representing the face of the organization.

What excites me most about Harmony Hotel & Spa is your dedication to offering personalized luxury experiences. I am particularly impressed by your recent “Wellness First” initiative, and I am eager to contribute to creating a tranquil and memorable stay for your guests.

I bring excellent communication skills, proficiency in property management systems like Opera, and a proactive attitude that ensures operations run smoothly. My commitment to delivering high- quality service makes me confident in my ability to uphold the standards of Harmony Hotel & Spa.

I would welcome the opportunity to discuss how my experience and skills can contribute to your team. Please feel free to contact me by email or phone to schedule a conversation.

Thank you for considering my application—I look forward to the chance to bring my enthusiasm and dedication to Harmony Hotel & Spa.

Best regards,

**Sophia Martinez**