**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

**Nathan Carter**

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December 20, 2024

**Emma Roberts**

Director of Human Resources

BrightPath Industries  
456 Innovation Road

Chicago, IL 60602

Dear Emma Roberts,

I am excited to apply for the Human Resources Specialist position at BrightPath Industries. With over five years of experience in HR operations and employee relations, I am eager to contribute to your team by fostering a productive and inclusive work environment.

In my current role at Summit Manufacturing, I:

* **Reduced employee turnover by 15%** by implementing an updated onboarding program and enhancing employee engagement initiatives.
* **Improved recruitment efficiency** by streamlining hiring processes, reducing time-to-fill by 20%.
* **Spearheaded a diversity and inclusion initiative** that increased representation across departments and improved company culture.

These accomplishments reflect my ability to align HR strategies with organizational goals, ensuring both employee satisfaction and operational success. I bring expertise in talent acquisition, employee relations, and compliance, alongside proficiency in HR software like Workday and BambooHR.

What excites me most about BrightPath Industries is your dedication to fostering innovation and prioritizing employee development. Your recent recognition as a “Top Employer” resonates with my passion for creating positive workplace experiences and driving organizational growth through people-centered strategies.

I am confident that my proven track record in HR operations, combined with my ability to build strong relationships across all levels of an organization, makes me a strong fit for this role.

Thank you for considering my application. I would welcome the opportunity to discuss how my experience and skills align with BrightPath Industries’ goals. Please feel free to reach out to me at nathan.carter@email.com or (555) 555-1234 to schedule a conversation.

I look forward to the opportunity to contribute to your team’s success.

Best regards,

**Nathan Carter**