**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:

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Description automatically generated

**Michael Lee**

*Operations Manager*(555) 555-1234 | michael.lee@email.com | Denver, CO

February 23, 2024

**Emily Carter**

Director of Human Resources

Summit Solutions Inc.  
789 Aspen Road  
Boulder, CO 80302

Dear Emily Carter,

I am excited to apply for the Operations Manager position at Summit Solutions Inc. With over eight years of experience leading teams and improving processes in the technology sector, I am eager to bring my expertise in operational efficiency and team development to your organization.

In my most recent role as Senior Operations Supervisor at Peak Innovations, I:

* **Increased operational efficiency by 25%** through process improvements and streamlined workflows.
* **Managed a team of 20 professionals**, fostering a collaborative culture that improved employee retention by 15%.
* **Implemented a cost-saving initiative** that reduced expenses by $250,000 annually without compromising service quality.

I am particularly drawn to Summit Solutions Inc.’s reputation for innovation and your commitment to empowering teams to excel. I am confident my skills in team leadership, budget management, and process optimization can directly support your mission of delivering exceptional client outcomes.

Here’s how I can contribute to your success:

* **Optimize Operations:** Leverage my experience in streamlining processes to enhance efficiency and reduce costs.
* **Foster Team Development:** Cultivate a culture of collaboration and continuous improvement to maximize team potential.
* **Deliver Results:** Bring a data-driven approach to align operations with business objectives and achieve measurable results.

I would welcome the opportunity to discuss how my experience and skills align with Summit Solutions Inc.’s goals. Please feel free to contact me by email or phone to schedule a time to connect.

I look forward to the possibility of contributing to Summit Solutions Inc.’s continued success.

Best regards,

**Michael Lee**