**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

**Emily Carter**

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September 5, 2024

**John Davis**Hiring Manager  
Summit Legal Group  
456 Justice Boulevard  
Denver, CO 80204

Dear John Davis,

As a recent graduate of the University of Colorado with a Bachelor’s degree in Legal Studies and hands-on experience from my internship at Mountain View Law Firm, I am excited to apply for the Paralegal position at Summit Legal Group. Your firm’s dedication to providing exceptional legal services aligns with my passion for supporting attorneys and ensuring cases are handled efficiently and accurately.

During my internship, I conducted extensive legal research, drafted client correspondence, and assisted in preparing case files for litigation. My attention to detail ensured that all documents were meticulously reviewed and formatted according to court standards, contributing to the successful resolution of several cases. Additionally, I managed the firm’s case management software, streamlining document organization and improving retrieval efficiency by 20%. These experiences strengthened my ability to work in fast-paced environments and reinforced my commitment to delivering high-quality support to legal teams.

What draws me most to Summit Legal Group is your focus on civil litigation and the impact you make in advocating for clients' rights. I am particularly inspired by your recent high-profile case involving consumer rights, and I am eager to contribute my skills to support your team in achieving similar successes. My proficiency in legal research tools such as LexisNexis and Westlaw, combined with my strong organizational skills and ability to prioritize tasks, make me well-suited for the demands of this role.

I am confident that my academic background, internship experience, and dedication to excellence align with the needs of Summit Legal Group. I would welcome the opportunity to contribute to your firm’s success and further develop my skills in a collaborative environment.

Thank you for considering my application. I would be delighted to discuss how my experience and enthusiasm can contribute to Summit Legal Group’s mission. Please feel free to contact me at emily.carter@email.com or (555) 555-1234 to schedule an interview.

Best regards,  
**Emily Carter**