**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

**Emily Carter**

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January 2, 2025

**Admissions Committee**

Department of Environmental Science

Greenfield University  
789 Research Lane  
Cambridge, MA 02138

Dear Members of the Admissions Committee,

I am excited to apply for the Ph.D. program in Environmental Science at Greenfield University. With a strong academic foundation in biology and a passion for addressing climate change, I am eager to contribute to the department’s innovative research initiatives.

During my Master’s program at Riverdale University, I focused my thesis on the impact of urbanization on freshwater ecosystems, which involved designing and conducting field studies across three metropolitan regions. My work culminated in a published article in *Environmental Research Journal* and a presentation at the 2024 National Conference on Ecosystem Studies. These experiences enhanced my skills in data analysis, project management, and academic writing—key strengths I will bring to your program.

In addition to my research background, I gained teaching experience as a graduate assistant, where I developed and delivered undergraduate lab sessions. This role reinforced my ability to communicate complex concepts effectively, a skill I hope to further develop as a Ph.D. candidate.

I am particularly drawn to Greenfield University for its commitment to interdisciplinary collaboration and its focus on sustainable urban development. I am especially inspired by Dr. Anne Johnson’s work on adaptive urban planning in response to climate change and would welcome the opportunity to contribute to her research.

Thank you for considering my application. I am confident that my background, dedication, and enthusiasm align with the goals of your program. I would be thrilled to discuss how my experiences and interests can contribute to the academic and research community at Greenfield University.

Sincerely,

**Emily Carter**