**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

**Lucas Wright**

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June 25, 2024

**Jessica Turner**Director of Operations  
Crestline Solutions  
456 Innovation Drive  
Austin, TX 78702

Dear Jessica Turner,

When I led the implementation of a $2M software upgrade project at TechWave Inc., it came in 10% under budget and two weeks ahead of schedule—a result of strong leadership, meticulous planning, and effective communication. It’s this same commitment to delivering exceptional outcomes that I would bring to the Project Manager position at Crestline Solutions.

In my current role as Senior Project Coordinator at TechWave Inc., I’ve successfully managed cross-functional teams of up to 20 people on complex initiatives that improved efficiency and reduced costs. One project reduced production downtime by 15% through process improvements, saving the company $500,000 annually. I also pride myself on maintaining clear and open lines of communication with stakeholders, ensuring alignment on goals and expectations.

What excites me most about Crestline Solutions is your focus on innovation and delivering tailored solutions to clients. Your recent expansion into sustainability consulting caught my attention, as I’ve managed green initiatives such as implementing energy-efficient workflows that reduced operational carbon footprints by 12%. I am eager to bring my expertise in project management tools like Jira and Asana, as well as my ability to foster collaboration and ensure timely deliverables, to support your continued success.

Beyond my technical expertise, I bring a passion for mentoring and team development. I’ve guided junior project managers to take on leadership roles and fostered an environment where teams feel empowered to excel.

I would love the opportunity to discuss how my experience and skills align with the needs of Crestline Solutions. Please feel free to contact me at lucas.wright@email.com or (555) 555-1234 to schedule a conversation.

Thank you for considering my application. I am excited about the opportunity to contribute to Crestline Solutions’ innovative projects and to make a meaningful impact on your team’s success.

Best regards,  
**Lucas Wright**