**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

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Description automatically generated with medium confidence

Logo

Description automatically generated

**Jane Doe**

Boston, MA • (555) 555-1234 • janedoe@email.com • linkedin.com/in/jane-doe

July 24, 2024

**Sarah Peterson**

Hiring Manager

Elevate PR Agency

789 Main Street

Cambridge, MA 02139

Dear Sarah Peterson,

I am excited to apply for the Public Relations Assistant position at Elevate PR Agency. As a recent graduate of Boston University with a degree in Public Relations, I am eager to contribute my skills in communication, storytelling, and collaboration to your dynamic team.

During my internship at Beacon Media Group, I supported press release creation, coordinated influencer outreach, and monitored media coverage for high-profile clients.

A key accomplishment was leading a social media campaign for a product launch, which increased engagement by 30%. This experience taught me how to manage multiple tasks, deliver results under tight deadlines, and think creatively to meet client needs.

Additionally, my academic projects strengthened my strategic communication and problem-solving abilities. For my capstone course, I led a team of five in designing a campaign for a nonprofit organization, which was praised for its innovative community engagement strategies. These experiences reinforced my passion for connecting audiences to meaningful stories and prepared me to succeed in the fast-paced world of public relations.

Elevate PR Agency's reputation for creative storytelling and commitment to amplifying client voices is what excites me most about joining your team. I am particularly inspired by your work with startups and nonprofits, as I am passionate about creating campaigns that drive impactful change.

I would welcome the opportunity to meet and discuss how my skills and experiences align with Elevate PR Agency's goals. I am available at your convenience and can be reached at janedoe@email.com or (555) 123-4567.

Thank you for considering my application. I look forward to the possibility of contributing to your team's success.

Best regards,

Jane Doe