**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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Logo

Description automatically generated

**Emma Davis**

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May 20, 2024

**Liam Johnson**

Office Manager Newbury Group LLC 456 Beacon Street Boston, MA 02116

Dear Liam Johnson,

As a customer-focused professional with a passion for organization and efficiency, I am excited to apply for the Receptionist position at Newbury Group LLC. Your company’s reputation for excellence in client service aligns perfectly with my dedication to creating positive first impressions and providing seamless office support.

In my previous role at Summit Enterprises, I managed the front desk for a 50-person office, greeting over 80 visitors daily with professionalism and warmth while implementing an online scheduling system that reduced appointment booking errors by 30% and improved office efficiency.

These experiences sharpened my ability to multitask in fast-paced environments while maintaining a friendly and approachable demeanor. I take pride in creating a welcoming atmosphere for all clients, visitors, and colleagues.

What excites me most about Newbury Group LLC is your commitment to professionalism and innovation in supporting your clients. I am particularly inspired by your emphasis on teamwork and adaptability, qualities I bring to every role I take on.

I am proficient in office management tools such as Microsoft Office Suite, Google Workspace, and multi-line phone systems, and I am skilled at handling sensitive information with discretion. My attention to detail, organizational skills, and enthusiasm for helping others make me a strong fit for this role.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experiences align with the needs of Newbury Group LLC. Please feel free to contact me by email or phone to schedule an interview.

I look forward to the opportunity to contribute to the success of your team and ensure every visitor to Newbury Group LLC receives exceptional service.

Best regards,

**Emma Davis**