**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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Logo

Description automatically generated

**John Maxwell**

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April 14, 2024

**Karen Davis**

Chief Operating Officer

Global Impact Solutions

123 Innovation Way

New York, NY 10017

Dear Karen Davis,

Throughout my 20-year career as a strategic leader in global business operations, I have consistently driven growth, improved profitability, and led teams to exceed organizational objectives. As a candidate for the Senior Vice President of Operations role at Global Impact Solutions, I am eager to bring my expertise in scaling businesses, optimizing processes, and fostering innovation to your esteemed organization.

Highlights of my achievements include:

* **Driving $50M in revenue growth** within three years by restructuring business development strategies as COO of Apex Enterprises.
* **Implementing cost-saving initiatives** that reduced operational expenses by 25% without compromising quality or customer satisfaction.
* **Leading a 200-person global team** to deliver a 15% improvement in project turnaround time through streamlined workflows and enhanced cross-departmental collaboration.

Global Impact Solutions’ mission to revolutionize sustainable business practices resonates deeply with my commitment to creating lasting impact through innovation and strategic execution. I am particularly impressed by your recent success in expanding operations into emerging markets, an area where I have firsthand experience driving profitable growth.

I am confident that my ability to align operational strategies with organizational goals can contribute significantly to Global Impact Solutions’ continued success. My track record of leading high-performing teams and delivering measurable results positions me as a strong candidate for this role.

I would welcome the opportunity to discuss how my experience and vision align with your goals for the Senior Vice President of Operations role. I am available at your convenience and can be reached at john.maxwell@email.com or (555) 555-1234.

Thank you for considering my application. I look forward to the possibility of contributing to the future success of Global Impact Solutions.

Sincerely,

**John Maxwell**