**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

Description automatically generated with medium confidence

[Logo

Description automatically generated](https://www.jobscan.co/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link)

**YURI PETROV**

Dallas, TX • (555) 555-1234 • yuripetrov@email.com

April 14, 2023

Lavinia Smith

Hiring Manager  
Stanley Services

Plantersville, MS 38862

Dear Ms. Smith:

In response to your advertisement for Vice President, Operations, please consider the following:

**Developed and implemented strategic operational plans.**  
15+ years of aggressive food company production management experience. Planned, implemented, coordinated, and revised all production operations in the plant of 250+ employees.

**Managed people, resources, and processes.**  
Developed and published weekly processing and packaging schedules to meet annual corporate sales demands of up to $50 million. Met all production requirements and minimized inventory costs.

**Coached and developed direct reports.**  
Designed and presented training programs for corporate, divisional, and plant management personnel. Created employee involvement program resulting in $100,000+ savings annually.

**Ensured operational service groups met needs of external and internal customers.**  
Chaired a cross-functional committee of 16 associates that developed and implemented processes, systems, and procedures plant-wide. Achieved year-end results of a 12% increase in production, a 6% reduction in direct operational costs, and an increased customer satisfaction rating from 85% to 93.5%.

I welcome the opportunity to visit with you about this position. My resume has been uploaded, per your instructions. I may be reached at yuripetrov@email.com and my phone number is (555) 555-1234. Thanks again for your consideration.

Sincerely,  
Yuri Petrov