

**Optimize your resume to get more job interviews!**

This free cover letter template will help you write an ATS-friendly cover letter.

Once you’ve filled out the template, check to see how well it matches the job description with the free application from [**Jobscan**](https://simpleideas.website/go/jobscanhome).

[**Jobscan’s cover**](https://simpleideas.website/go/jobscanresumescanner) **letter checker helps you optimize your resume 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.

**It’s frustrating to apply for dozens of jobs and not get any interviews. Optimize your resume, cover letter, and LinkedIn profile.**

**90% of people who optimize their resumes get the interview they are looking for.**

Using a good format does not guarantee that you will have an attractive resume. Don't forget to read our article [**“The Ultimate Resume: Secrets & Tips To Get The Best Results”**](https://simpleideas.website/the-ultimate-resume-secrets-tips-to-get-the-best-results/) and learn everything you need to get that interview you want.

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**Harold Henderson**

Phone: 959-994-9455 \* Email: haroldhend@gmail.com  \* Dallas, TX

4/07/23

**Jill Cohen**

*Human Resources Director*

Smith Industrial

558 Jonson Way

Dallas, Texas, 59333

Dear Ms. Cohen,

I’m writing to express my interest in the HR Specialist role and provide context to my resume. Although I’ve spent most of my career in the public school system, I know my skills, experience, and achievements can translate to the specialist role and add exceptional value to Smith Industrials’ HR team.

Here’s what caught my eye about your job posting and how I think my unique experience can benefit Smith Industrial.

**Administration**: My work as a guidance counselor required me to take on many administrative projects at once, including classroom performance tracking, academic planning, and event planning for field trips and school-wide events. I believe these skills will bring value to performance reviews, company event planning, and career growth planning.

**Building Culture**: Like all organizations, a school has its own culture. I contributed to my school’s culture by executing school-wide programs such as our anti-bullying and anti-drug campaigns and planned extracurricular events and arts assemblies.

**Designing Talent Cultivation Programs**: Encouraging students to put forth their best efforts and learn as much as possible was a big part of my job. My contributions to improving classroom environments as a member of the academic board have prepared me to think about what both Smith Industrial and its individual team members can to do cultivate their talents.

I’m excited about Smith Industrial’s growth and your innovative approach to people management. I hope my experience and unique skills lead to a face-to-face chat. You can reach me via email at haroldhend@gmail.com or by phone at 959-994-9455 at any time.

Sincerely,

Harold Henderson