A green letters and a light bulb

Description automatically generated with low confidence

**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.

**[A picture containing graphics, graphic design, art

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**Joe Williams**

*Career Coach/Resume Writer*

Phone: 868-554-0430 \* Email: [joewilliams@gmail.com](mailto:joewilliams@gmail.com) \* Boston, MA

4/07/23

**Ms. Jenny Johnson**

*Human Resources*

IHeartjobs

55 Bixby Way

Manchester, NH 40344

Dear Ms. Johnson,

I’m delighted to apply for the career counselor position at IHeartjobs. It’s a wonderful match for my skills and career priorities, and as a seasoned resume writer with over 500 resumes in my portfolio, I believe I have much to offer the IHeartjobs team.

In addition to writing resumes, I’ve taught both career coaches and individual job seekers the benefits and process of resume optimization, helping them secure interviews for themselves and their customers. Known for my client-facing skills, I’ve hosted over 200 webinars and counting, and I think the skills developed in doing so are a perfect match for a high-volume career counselor.

I’d be excited to bring my deep knowledge of resume optimization to help IHeartjobs clients get more interviews and ultimately land desirable jobs, as is your mission. Please feel free to contact me at joewilliams@gmail.com or by phone at 868-554-0430. Thank you for your time and consideration.

Sincerely,

Joe Williams