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

Description automatically generated](https://simpleideas.website)**

**LAMAR WHITE**

*Employment Specialist*

*Seattle, WA • (555) 555-1234*

*lamarwhite@email.com • linkedin.com/in/lamar-white*

April 14, 2023

Mr. Irwin Batara,

Director of Human Resources

YWCA Seattle

1118 Fifth Avenue

Seattle, WA 98101

Dear Mr. Batara,

I recently read that the YWCA raised $1.36 million through the 2022 Inspire Luncheon series! Congratulations on this milestone in eliminating racism and empowering women.

Challenges always accompany achievements, and because of the recent economic upswing, I imagine that the YWCA will need more integrated employment tools for clients going forward.

Your job ad noted that you require a professional to coach clients in developing job skills and provide them with support services. As a Case Manager at YouthCare I worked as a part of The Tile Project, where I helped ten homeless youth develop writing skills, create art, and ultimately get off the streets. I also supported each client’s individual empowerment through job training, increasing the youth job placement rate from 35% to 50%.

I am a Seattle native, and as someone who cares deeply about our community, the YWCA’s work of providing individuals with tools to overcome poverty and discrimination is extremely important to me. I would be an effective contributor to that work and plan to exceed expectations as your Employment Specialist.

I will follow up with you this coming Monday, April 21. Meanwhile, you can contact me at (555) 555-1234 or via email at lamarwhite@email.com.

Sincerely,

Lamar White