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)**

**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