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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**Anne Y. Choi**

Los Angeles, CA | (206) 555-5555 | annechoi@email.com | linkedin.com/in/anne-choi

April 14, 2023

Peter Simpson

Hiring Manager

Clarkson Enterprises

522 Eucalyptus Drive

Phoenix, AZ 49333

Dear Mr. Simpson,

I saw your ad for a project manager at Clarkson Enterprises and felt that I would be the perfect fit.

After contributing to the growth and success of three different organizations in the past 10 years, I am seeking new challenges with a company in need of someone with exceptional planning, leadership, and management abilities.

As evidenced in the enclosed resume, my experience encompasses project management, strategic planning, resource utilization, revenue growth, and cost reduction. My ability to analyze needs and create unique solutions designed to yield a profitable outcome has proven to be one of my greatest assets.

Credited with significantly impacting bottom-line profitability wherever I have worked, I excel at streamlining less-than-efficient procedures to boost productivity and sales. Proactive management of crucial external relationships allowed me to increase revenue by 17% in one year. I also negotiated exclusive relationships in a key market segment, expanding the company's share of that segment by 66%.

If you wish to schedule a meeting, please call me at (206) 555-5555 or email me at annechoi@email.com. In the meantime, please know that I appreciate your time and consideration.

Sincerely,

Anne Y Choi