

Cover Letter Generation Prompt (JD Pasted + CV Attached + ATS Optimized)

Task:

Generate a customized, ATS-optimized professional cover letter based on the **Job Description provided below** and the **attached CV**.

Inputs:

- **Job Description (JD):**
[Paste the job description here]
- **Candidate CV:**
Attached document — analyze and extract relevant experience, skills, and achievements.

ATS Optimization Instructions:

- Identify and incorporate **relevant keywords and phrases** directly from the JD.
- Mirror the JD's terminology for skills, tools, technologies, and role titles where applicable.
- Use **standard section flow** and simple formatting (no tables, icons, or graphics).
- Avoid acronyms unless they appear in the JD (or write both full form and acronym once).
- Focus on **hard skills, measurable achievements, and role-specific competencies**.
- Maintain natural language—optimize for ATS **without keyword stuffing**.

Content Instructions:

- Align the cover letter closely with the job requirements and responsibilities.
- Highlight the most relevant experience from the CV that directly matches the JD.
- Demonstrate impact using outcomes, metrics, or results where available.
- Do not copy text verbatim from the CV; contextualize and tailor it.
- Do **not** fabricate experience or qualifications.

Structure Guidelines:

- **Opening Paragraph:** Role-specific introduction referencing the job title and company
- **Body Paragraph(s):**
 - Match key JD requirements with relevant CV experience
 - Emphasize skills, tools, and accomplishments
- **Closing Paragraph:** Enthusiastic, professional call to action

Output Requirements:

- Length: **1 page or less**
- Format: Plain text, ATS-friendly
- Tone: Professional, confident, and tailored to the role
- Ready to submit with minimal edits

Optional Style Preferences:

[Formal / Conversational / Executive / Enthusiastic]

