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Writing a Cover Letter With AI Help — A Plain-English Guide

Use the tools well — and keep it honestly yours How to avoid the generic AI-written letter

Tech Made Simple. Service Made Personal.

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1 The Idea in Brief

A cover letter is the short note you send alongside your resume when you apply for a job, where you explain in your own voice why you want this particular role and why you are a good fit for it. In an age when AI writing tools are widely available, you can now get real help drafting one — but the goal of this guide is to show you how to use that help well, so the letter still sounds like you and actually lands, rather than producing the generic AI-written letter that hiring managers can spot a mile off.

The right way to think about AI here is as a capable assistant, not a ghostwriter. It can help you get past the blank page, organize your thoughts, tighten your wording, and catch mistakes, which is genuinely valuable. But the substance — your real reasons, your actual experience, your genuine interest — has to come from you, and the final letter has to be checked, personalized, and owned by you. This guide walks through using AI to write a better cover letter while keeping it honestly yours.

- A cover letter explains, in your voice, why you want this role and fit it.
- AI tools can genuinely help you draft one faster and tighter.
- Used badly, AI produces generic letters hiring managers spot instantly.
- Treat AI as an assistant, not a ghostwriter — the substance is yours.

> **GOOD TO KNOW**
>
> Think of AI as a capable assistant for your cover letter, not a ghostwriter. It gets you past the blank page, organizes your thoughts, and catches mistakes — but your real reasons and experience, and the final check, have to come from you, or the letter reads as generic.

2 What a Cover Letter Is For

Before bringing in any tool, it helps to be clear on what a cover letter is actually supposed to do, because that shapes everything you ask AI to help with. A resume lists what you have done; a cover letter tells the story around it — why you are drawn to this specific job and employer, how your experience connects to what they need, and what kind of person and colleague you would be.

It is your chance to speak directly to a hiring manager in a way a bulleted resume cannot.

A good cover letter is specific, genuine, and concise, showing that you understand the role and have a real reason for applying, rather than reciting generic enthusiasm. This is exactly why the generic AI-written letter fails: it sounds like it could have been sent for any job at any company, which tells the reader nothing and signals you did not put in effort.

Keeping the real purpose in mind — a specific, personal case for you and this job — is what lets you use AI to strengthen a letter rather than hollow it out.

- A resume lists what you've done; a cover letter tells the story around it.
- It makes a specific case for why you fit this role and employer.
- Good ones are specific, genuine, and concise — not generic enthusiasm.
- The generic AI letter fails precisely because it could be sent for any job.

> **TIP**
>
> Keep the real purpose in view: a specific, personal case for why you fit this job and employer. That's the test every AI draft has to pass — if the letter could have been sent for any role at any company, it's failed, no matter how polished the writing.

3 What AI Can Genuinely Help With

Used well, AI writing tools help with several real parts of writing a cover letter. They are excellent at getting you unstuck from the blank page, turning a few notes about your experience and the job into a first draft you can then shape. They help with structure and flow, organizing your points into a sensible order with a clear opening and close. And they are good at tightening wording, trimming a rambling sentence or suggesting a cleaner way to say something.

They also shine at the finishing work: catching spelling and grammar mistakes, flagging awkward phrasing, and checking that your letter reads smoothly. For many people the hardest parts of writing are starting and polishing, and AI genuinely eases both. If you lean on it for these mechanical and organizational tasks while keeping the substance your own, you get the real benefit — a letter that comes together faster and reads more cleanly — without surrendering the personal content that makes it work.

- Getting you past the blank page by drafting from your notes.
- Organizing your points into a clear structure with a strong open and close.
- Tightening rambling sentences and suggesting cleaner wording.
- Catching spelling, grammar, and awkward phrasing in the finishing pass.

> **GOOD TO KNOW**
>
> AI genuinely helps with the two hardest parts of writing: starting and polishing. Let it draft from your notes, organize your points, tighten wording, and catch mistakes — the mechanical and structural work — while you keep the substance your own. That's where the real benefit lives.

4 What AI Shouldn't Do for You

Just as important is knowing what to keep out of AI's hands, because this is where letters go wrong. You should not let AI invent your reasons for wanting the job, fabricate experience or achievements, or supply enthusiasm you do not feel, because a reader can sense when a letter is hollow, and if you are called to interview you will have to back up whatever the letter claims. Anything in the letter that is not true or not really yours is a liability, not a help.

You also should not simply accept AI's generic phrasing as the finished product. Left to itself, AI tends toward safe, bland, interchangeable language — the very thing that makes a letter forgettable. The content that persuades, your specific reasons and genuine voice, has to come from you and survive into the final draft.

Treat AI's output as raw material you shape and verify, never as a finished letter you send unread. Keeping these things firmly in your own hands is what separates a letter that helps you from one that quietly hurts you.

- Don't let AI invent your reasons, experience, or achievements.
- Don't let it supply enthusiasm you don't actually feel.
- Don't accept its generic, interchangeable phrasing as finished.
- Anything untrue or not really yours is a liability you'd have to defend.

WATCH OUT

Never let AI invent your reasons, fabricate experience, or send a draft you haven't shaped and verified. A hollow or untrue letter is a liability — if it gets you an interview, you'll have to back up every claim in it. The persuasive content must be genuinely yours.

5 Start by Gathering Your Material

The best cover letters, AI-assisted or not, start with you doing a little homework, because the quality of what AI can produce depends entirely on what you give it. Before opening any tool, gather the raw material: read the job posting closely and note what the employer is really looking for, jot down your relevant experience and specific accomplishments, and think about your genuine reasons for wanting this particular role and company. This is the substance only you can supply.

Spend a few minutes on the employer too — what they do, what they seem to value — so your letter can speak to them specifically rather than generically. The more concrete material you have in hand, the better any AI draft will be, because you can feed it real specifics instead of asking it to make things up.

This gathering step is where a strong letter is really made; the writing, with or without AI, is just shaping material you have already collected. Skipping it is what leads straight to the generic result.

1. Read the job posting closely and note what the employer really wants.
2. Jot down your relevant experience and specific accomplishments.
3. Think through your genuine reasons for wanting this role and company.
4. Learn a little about the employer so you can speak to them specifically.

WATCH OUT

Do the gathering before you open any tool: the job's real requirements, your specific accomplishments, your genuine reasons, and a little about the employer. AI can only shape the material you give it — feed it real specifics and you avoid the generic result that comes from asking it to invent.

6 Writing a Good Prompt

When you do turn to an AI tool, how you ask makes all the difference, and this is where the material you gathered pays off. Instead of a bare request like write me a cover letter, give the tool the specifics: the role and company, the key things the job calls for, your relevant experience and accomplishments, and your real reasons for applying, and ask it to draft a letter using that information. The more you put in, the more the draft reflects you rather than a generic template.

You can also tell it the tone you want — warm but professional, confident but not boastful — and the length, since cover letters should be concise. Think of your prompt as briefing an assistant: the clearer and fuller your instructions, the better the result. A rich, specific prompt built from your gathered material produces a draft worth shaping, whereas a vague prompt produces exactly the forgettable generic letter you are trying to avoid.

Taking a few minutes to write a good prompt is the hinge on which the whole AI-assisted approach turns.

- Don't just say 'write a cover letter' — feed in your gathered specifics.
- Include the role, company, key requirements, your experience, and your reasons.
- Specify the tone you want and keep it concise.
- Think of it as briefing an assistant: fuller instructions, better result.

WATCH OUT

Write the prompt like a briefing: the role and company, the job's key requirements, your real accomplishments and reasons, plus the tone and a short length. A rich, specific prompt yields a draft worth shaping; a vague one yields exactly the generic letter you're trying to avoid.

Rather not do this yourself? I'll come to your home and set it up for you — a flat $99 first visit across Portage County, Ohio and nearby communities. Outside the area? I also help remotely by phone or screen-share. Book at billshometech.com/book or call (330) 200-8042.

7 Shaping the Draft Into Your Own

Whatever an AI tool hands back, treat it as a first draft to work on, not a finished letter, because this shaping is where it becomes yours. Read it critically: does it say what you actually mean, in a way that sounds like you? Cut the generic lines that could apply to any job, replace vague claims with your specific examples, and rewrite any phrasing that does not sound like how you would put it. The aim is a letter you could comfortably say aloud as your own words.

Pay special attention to the opening and to any specific reasons for wanting this job, since these are what make a letter memorable and are exactly where AI tends to be blandest. Add a genuine, concrete detail or two — something true about your interest or experience that no template could have produced. By the time you are done, the letter should feel like something you wrote with help, not something a machine wrote for you.

That difference is obvious to readers, and it is entirely within your control at this shaping stage.

- Treat the AI output as a first draft to work on, not a finished letter.
- Cut generic lines and replace vague claims with your specific examples.
- Rewrite anything that doesn't sound like how you'd actually say it.
- Add a genuine, concrete detail that no template could have produced.

GOOD TO KNOW

The shaping stage is where the letter becomes yours. Cut the generic lines, swap vague claims for your real examples, rewrite anything that doesn't sound like you, and add a true concrete detail. Aim for a letter you could comfortably read aloud as your own words.

8 Keeping Your Own Voice

One of the biggest risks of AI help is ending up with a letter that is competent but characterless, sounding like everyone else's. Your voice — the natural way you express yourself — is part of what makes a letter persuasive, because it signals a real person behind the application. So as you shape the draft, actively steer it toward how you actually talk, keeping turns of phrase that are yours and cutting corporate-sounding filler that crept in.

This does not mean being casual or unprofessional; it means being authentically you within a professional register. If a sentence sounds like something you would never say, change it, even if it is grammatically perfect. Reading the letter aloud is a great test: if it sounds stilted or unlike you, keep editing. A letter in your genuine voice stands out precisely because so many AI-assisted letters do not bother, and that authenticity is often what makes a hiring manager want to meet you.

- AI letters risk sounding competent but characterless, like everyone else's.
- Your natural voice signals a real person and helps persuade.
- Steer the draft toward how you actually talk; cut corporate filler.
- Read it aloud — if it sounds stilted or unlike you, keep editing.

WATCH OUT

Read the letter aloud as a voice test. If a sentence sounds like something you'd never actually say, change it even if it's grammatically perfect. A letter in your genuine voice stands out precisely because so many AI-assisted ones sound interchangeable.

9 Checking Everything Is True and Accurate

Before a cover letter goes anywhere, you must verify that everything in it is accurate, and this matters even more when AI was involved, because AI can confidently state things that are wrong or embellished. Check that every claim about your experience, skills, and accomplishments is true and that you could back it up in an interview. If AI added a flourish that overstates what you did, pull it back to the truth, since an exaggeration that unravels in conversation does far more harm than a modest accurate claim.

Check the factual details too: the company's name and the role title spelled correctly, any specifics about the employer stated accurately, and your own contact information right. AI sometimes gets names and details wrong or invents plausible-sounding specifics, so do not trust them unchecked. This verification pass is non-negotiable; a single false claim or wrong company name can sink an otherwise strong application. Taking the time to confirm everything is true protects you and reflects the care a good application deserves.

1. Confirm every claim about your experience and skills is true and defensible.
2. Pull back any AI flourish that overstates what you actually did.
3. Check the company name, role title, and employer details are accurate.
4. Verify your own contact information is correct.

> **WATCH OUT**
>
> Verify everything before sending: AI can confidently state things that are wrong or embellished. Confirm every claim is true and defensible, pull back any overstatement, and check the company name and role title — a single false claim or wrong name can sink a strong application.

10 Proofreading the Final Letter

Even with AI's help catching errors, a careful human proofread of the final letter is essential, because you have made changes since any AI pass and small mistakes creep in. Read the whole letter slowly from start to finish, checking for typos, missing words, awkward sentences, and formatting that looks off. It helps to read it once for sense and once purely for mechanics, since you catch different things each way.

Pay particular attention to the places most likely to embarrass you: the company name and role, the greeting, and the opening and closing lines, which are the first and last things a reader sees. Having someone else read it, if you can, catches things you have gone blind to. A clean, error-free letter signals professionalism and care, while a typo in the first line can undo all the good work. This final read is quick but important, the last guard before your letter represents you to an employer.

- Proofread the final version yourself, after all your edits.
- Read once for sense and once purely for typos and mechanics.
- Scrutinize the company name, greeting, and opening and closing lines.
- Have someone else read it if you can — they catch what you've gone blind to.

> **TIP**
>
> Proofread the final version after your edits, not just whatever AI checked — small mistakes creep in once you start changing things. Read once for sense and once for mechanics, and scrutinize the company name and first line, where a typo does the most damage.

11 Avoiding the Generic-AI Giveaways

Hiring managers increasingly recognize the hallmarks of an AI-written letter, so it is worth knowing them to avoid them. The giveaways include opening with a stock phrase, vague praise that could apply to any company, a pile-up of impressive-sounding but empty adjectives, perfectly smooth but personality-free prose, and claims that are generic rather than specific. A letter heavy with these reads as effortless in the bad sense — as if you could not be bothered to write it yourself.

The cure is everything this guide has covered: specific details only you could know, your genuine voice, real reasons tied to this job, and claims grounded in your actual experience. If your letter is full of concrete specifics and sounds like a real person with a real reason for applying, it will not read as generic AI output even if AI helped you write it.

The difference a reader notices is not whether you used a tool but whether the letter is specific and human, and that is entirely in your hands.

- Giveaways: stock openings, vague praise, empty adjectives, personality-free prose.
- Generic claims that could apply to any job signal effortless-in-the-bad-sense.
- The cure is specifics, your voice, real reasons, and grounded claims.
- A specific, human letter won't read as AI output even if AI helped write it.

> **GOOD TO KNOW**
>
> Readers notice whether a letter is specific and human, not whether a tool helped write it. Fill it with concrete details only you'd know, your real voice, and reasons tied to this exact job, and it won't read as generic AI output however much AI helped you draft it.

12 A Practical Workflow

Pulling it together, here is a sensible workflow for writing a cover letter with AI help that stays genuinely yours.

1. Gather your material: the job's needs, your accomplishments, your real reasons.
2. Write a rich, specific prompt and have AI draft from your material.
3. Shape the draft into your own words, cutting generics and adding real specifics.
4. Steer it into your genuine voice; read it aloud to test.
5. Verify every claim is true and all names and details are accurate.
6. Proofread the final letter carefully, ideally with a second pair of eyes.

> *AI can help you write a cover letter, but it can't apply for the job for you. The letter that gets you the interview is the one where a real person, with real reasons, used a good tool well — and then made sure every word was honestly their own.*

13 Recap

AI tools can genuinely help you write a cover letter by getting you past the blank page, organizing and tightening your draft, and catching errors — but the substance must stay yours. Gather your real material first, write a specific prompt from it, then shape the draft into your own voice, cutting generic phrasing and adding concrete details only you could supply.

Verify every claim is true and every name correct, proofread carefully, and you will have a letter that reads as specific and human even though AI helped you write it.

- AI helps most with starting, organizing, tightening, and error-catching.
- Gather your real material and write a specific prompt before drafting.

- Shape the draft into your own voice; cut generics, add concrete specifics.
- Verify every claim is true and every name and detail accurate.
- Proofread carefully — a specific, human letter won't read as generic AI.

> **GOOD TO KNOW**
>
> Use AI as an assistant that drafts and polishes while you supply the substance and the final check. A cover letter full of your real specifics and genuine voice stands out precisely because so many AI-assisted letters are generic — and that human specificity is entirely in your control.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.

HOW I CAN HELP

Your Visit — and My Promise

You don't have to remember all of it — just that a friendly, patient person is one call away, whenever you'd rather have a hand.

KEY SPECS

In your home — $99 flat for the first visit, no contracts and no surprises, with a 30-day come-back-free follow-up. In-home visits cover Portage County, Ohio and nearby communities.
Outside the area? Remotely — $49 for a screen-share session (free for Support Plan members, $39/mo), refundable if I can't fix it — and credited toward a visit if you'd rather have me in person. Book either at billshometech.com/book.

GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full $99. No questions, no awkwardness. That's how I'd want to be treated.

Whenever you're ready, I'll come to your home anywhere in Portage County, Ohio and nearby communities, at your pace. Too far for a house call? I also help remotely. Book at billshometech.com/book or call (330) 200-8042. — Bill

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