

Annie Example

Virginia Beach, VA | ae@mail.regent.edu | 757-352-XXXX | www.Linkedin.com/in/annieexample

Month/Day/Year

Employer Name [Hiring Manager]

Company Name

Company Address

City, State, Zip

757-352-XXXX

Dear Hiring Manager [or Employer Name],

While looking through the employment opportunities on Indeed.com, I came across your company's notice for a Marketing Coordinator position at [Company's Name], as advertised on your career page. I learned about this opportunity through [Referral's Name], a current employee at your company, who spoke highly of the innovative projects and collaborative environment at [Company's Name]. What particularly attracts me to [Company's Name] is your commitment to [specific aspect of the company's mission or industry]. I am impressed by your recent [mention a notable project or initiative], and I am enthusiastic about the opportunity to contribute to similar projects.

As a recent graduate with a bachelor's degree in marketing management from Regent University, I have honed my skills through various internships and projects. During my internship at OED Solutions, I successfully managed social media campaigns that increased brand engagement by 25% and utilized data-driven strategies to optimize content. Additionally, my coursework in Operations & Supply Chain Management and Business Communications has equipped me with a comprehensive understanding of both strategic and operational aspects of marketing. My proactive approach and ability to leverage market analytics align well with the innovative work being done at [Company's Name]. With a strong background in digital marketing and a passion for creative strategy, I am eager to contribute to your team.

With my professional experiences, along with my master's degree, I feel that I would be an asset to {Company Name} and to the clients who seek your services. Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team.

Sincerely,

[Your Name]