Your Name

Address, City, ST ZIP Code | Telephone | Email

September 1, 2018

Helen Jackson  
Director of Human Resources  
Ultimate Beauty  
289 Oxford Avenue  
Wellington, WI 09419

Dear Ms. Jackson:

I am writing to you today to apply for the open position of social media marketing manager (name of Position) . My colleague, Ms. Anna Boston, told me about the job opening and has offered to provide a letter of reference.

I have a bachelor’s degree in digital media from Northern State University (Education) and three years experience as a social media assistant at Glamour Box (experience). During my time at Glamour Box I have learned how best to utilize all forms of social media, including Facebook, Instagram, and Twitter.

For the past year I have been responsible for managing the Glamour Box Instagram account and since my hiring our engagement numbers increased by 35 percent. (tell alitlle about your past work experience)

Additionally, I enjoy working with like-minded people and I am ready to take on a management position in your company. I love a challenge and I know I can help take your social media presence to the next level. (List some skills you have)

Thank you for your time and for considering me for the position. I have included my resume and will follow up with an email next week to see if I can offer any more information.

Sincerely,

Thalia Washington (signature for a hard copy letter)

Thalia Washington