# Your First and Last Name

Use proper letter writing format including date, and contact information

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November 13, 2020

Mr./Ms. Recipient Name
Company Name
Address
City, ST Zip Code

Mention the job ID or title. Replace the paragraphs with verbiage that speaks to your background.

RE: Job Title – *Job ID # if applicable*

Dear: Mr./Ms. Recipient Last Name

It is with great excitement that I am submitting my application to the [Title] with [Organization Name].

After many years in digital marketing in the corporate sector launching creative campaigns, managing teams and spearheading start-ups, I am eagerly pursuing my next challenge. This position with [Organization Name] speaks not only to my professional background but also my own core values and the things that are most important to me. [Highlight relative and/or transferrable skills here]

My work with [current company] has enabled me to take on exciting projects, lead teams and transcend my own expectations. Through my creative efforts, YOY earning increased more than 60%, and I'm currently building out the 2021 Strategic Business Plan. [Talk about specific accomplishments that speak to the role]

The attached resume will provide greater insight into my [field of expertise] prowess and passions. If you agree that this is a potential match, I am available to interview.

Thank you for your time. I look forward to catching up soon.

Warmest Regards,

Your first name

Use the fields in gray to personalize this template for the job you're targeting. End with an invitation to review your resume and schedule an interview.