

Jane Doe

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September 1, 2018

Alexa Smith
Director, Human Resources
Smith Beauty
455 Oxford Lane
Wellington, NV 59045

Dear Ms. Smith,

I am writing to you today to apply for the open position of social media marketing manager. 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 and three years of experience as a social media assistant at Glamour Box. 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.

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.

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,

Jane Doe