

**[Your Full Name]**  
[Your Phone Number]  
[Your Email Address]  
[Your Portfolio Link/LinkedIn URL]  
[City, State, Zip Code]

[Date]

[Hiring Manager Name]  
[Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Social Media Coordinator position at [Agency Name], as advertised on [Where you saw the posting]. Having followed [Agency Name]'s recent campaigns for [Client Name or Industry], I am inspired by your creative approach to digital storytelling and community engagement.

In my previous role as [Current/Previous Job Title] at [Previous Company], I successfully managed social presence across [Platforms, e.g., Instagram, TikTok, LinkedIn], resulting in a [Percentage]% increase in organic reach and a [Percentage]% boost in engagement rates. My expertise lies in balancing data-driven strategy with high-impact visual content. I am proficient in [Tools, e.g., Adobe Creative Suite, Canva, Sprout Social, Hootsuite] and have a proven track record of coordinating with creative teams to ensure brand consistency across all digital touchpoints.

What excites me most about joining an agency environment like [Agency Name] is the opportunity to manage diverse client portfolios and navigate the fast-paced evolution of social trends. I am particularly skilled at [Mention a specific skill, e.g., community management, influencer outreach, or paid social ad performance] and am eager to bring this expertise to your upcoming projects.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in social media strategy and content coordination can contribute to the continued success of [Agency Name]'s clients.

Sincerely,

[Your Full Name]