

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Link to Portfolio/LinkedIn]

[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name or "Hiring Team"], I am writing to express my enthusiastic interest in the **Social Media Coordinator** position at [Company Name]. With a background in digital marketing and a proven track record of growing online communities, I am eager to bring my creative content strategy and analytical skills to your digital team. In my previous role at [Previous Company], I managed social media channels across [Platforms: e.g., Instagram, TikTok, LinkedIn], resulting in a [Number]% increase in organic engagement. I have extensive experience in creating monthly content calendars, utilizing [Tools: e.g., Canva, Adobe Suite] for visual assets, and monitoring performance metrics to pivot strategies in real-time. I am particularly drawn to [Company Name] because of your recent [Specific Campaign or Company Value]. I am confident that my ability to balance brand voice with trend-driven content will help further elevate your digital presence and foster deeper connections with your audience. Thank you for your time and consideration. I look forward to the possibility of discussing how my skills in community management and digital storytelling can contribute to the continued success of [Company Name]. Sincerely,

[Your Signature/Name]